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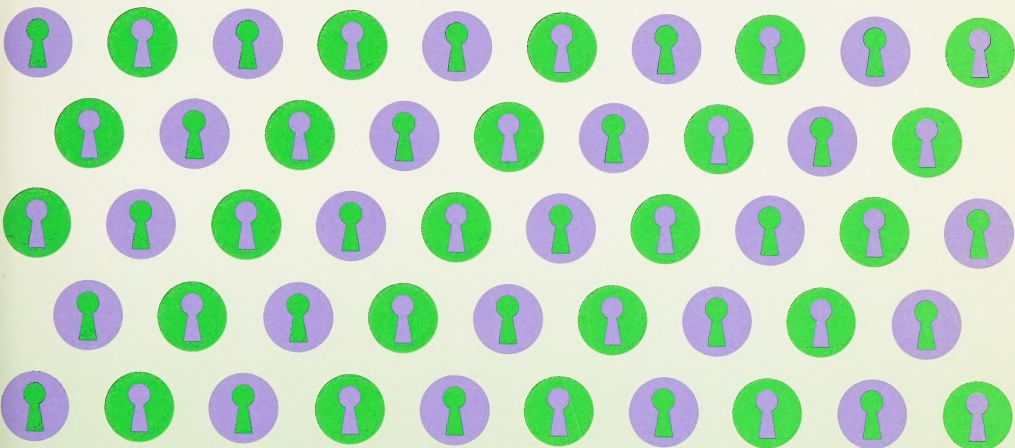




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Freedom  
of Information  
— and —  
Protection  
of Individual  
Privacy



DIRECTORY OF  
PERSONAL  
INFORMATION BANKS



Ontario





Freedom  
of Information  
— and —  
Protection  
of Individual  
Privacy



DIRECTORY OF  
**PERSONAL**  
**INFORMATION BANKS**

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Ontario



This publication is produced annually.  
Future editions will be available in both  
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## Foreword

Ontario's Freedom of Information and Protection of Privacy Act, which came into force on January 1, 1988, gives individuals a legal right of access to information held by the government and its agencies. There are exceptions to this right but they are limited to the specific provisions of the legislation. The Act also gives individuals a right of access to their personal information and establishes standards to ensure that this information is protected.

Two directories are issued to assist individuals in locating records and personal information maintained by Ontario government ministries and agencies. These publications are:

- *Directory of General Records*  
describing the organization, mandate, records and manuals of ministries and agencies;
- *Directory of Personal Information Banks*  
describing the organization and personal information maintained by ministries and agencies.

The directories are issued annually, and are available in libraries, ministry and agency offices and the Ontario Government Bookstore, Main Floor, 880 Bay Street, Toronto, Ontario M7A 1N8.

For further information about the Act or the directories write to:

Management Board Secretariat  
Freedom of Information and Privacy Branch  
6th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z6

Telephone: (416) 586-2100

# I. Introduction

## What Information is Available?

Government ministries and agencies collect personal information from and about individuals in the course of their operations. This information covers a wide range of subjects and is used to administer government programs and activities.

The Freedom of Information and Protection of Privacy Act gives all individuals a right of access to their personal information subject to certain specific exceptions. At the same time, the Act safeguards an individual's privacy by protecting this information from unauthorized disclosure to others.

Individuals who are given access to their personal information also have the right to request correction of that information if they believe it to be inaccurate.

## How to Use The Directory

### Locating the Information

This directory is arranged alphabetically with a chapter for each government ministry and agency covered by the Act. At the end of each Ministry's chapter is an alphabetical listing of the affiliated agencies (e.g., boards, councils and committees) associated with that ministry. An alphabetical index at the back of the publication provides a complete list of ministries, agencies and affiliated agencies, and the page where they may be found in the directory.

Two additional indices are included to assist in locating personal information. The first is an alphabetical list of Personal Information Banks by title. The second is an index that allows the user to locate personal information by subject.

Each chapter in the directory contains the following information:

#### *Name*

- the full title of the ministry/agency;

#### *Head*

- the title, business address and phone number of the minister or head of the ministry/agency;

#### *Mandate*

- the goal or purpose of the ministry/agency;

#### *Organization*

- a description of the organizational structure;

#### *Divisions*

- a description of each major organizational unit or program area within the ministry/agency
- a description of the personal information used to support each division's programs and an alphabetical listing of the personal information banks maintained
- a statement about any public records of personal information maintained and an alphabetical listing of such records;

#### *Affiliated Agencies*

- a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the personal information banks and public records held by each affiliated agency;

#### *Access*

- the title, address and phone number of a contact person in the ministry/agency
- the location of a reading room for the review of manuals and other information.

## Personal Information Banks

The Act defines *personal information* as any recorded information about an identifiable individual. A *personal information bank* is a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.

The directory provides the following information for each personal information bank maintained by a ministry or agency:

#### *Title*

- the full title of the personal information bank;

#### *Location*

- the name and address of the division, agency or program which the bank supports;

### *Legal Authority*

- the statute, regulation or order in council which provides legal authority for the bank;

### *Types of Information*

- the categories of personal information in the bank (e.g., name, age, financial information);

### *Uses*

- the principal purpose(s) for which the information is used;

### *Categories of Users*

- the individuals or organizations which have access to the information or to whom the information is disclosed;

### *Categories of Individuals in Bank*

- the individuals about whom the information is maintained;

### *Storage*

- the storage media for the record (e.g., paper, computer, microfilm);

### *Retrievability*

- how the information is retrieved (e.g., by name or registration number);

### *Access Controls*

- how long the information is restricted (e.g., locked cabinets, computer passwords);

### *Retention and Disposal*

- how long the information is kept and if it is destroyed or transferred to the Archives of Ontario;

### *Official Responsible*

- the title, business address and phone number of the employee in the ministry/agency who is responsible for the operation of the personal information bank.

## **Public Records**

Certain collections of records which contain personal information are actually public records. Land registration records are an example of this type of collection. Information contained in public records is accessible to all members of the public on an equal basis. In some cases, a user fee may be charged.

Although public records are not covered by the privacy provisions of the legislation, the directory would not be complete without some reference to them. These collections are included in the ministry/agency chapters under the heading "Public Records". The following information is provided for each collection:

- the title of the collection;
- a description of the collection including its purpose and how it is maintained.

## **Common Personal Information Banks**

Certain personal information banks are common to a large number of ministries and agencies. These banks contain information about government employees or standard programs such as pay equity and human rights administration. To avoid repetition, these common personal information banks are described in the following pages and only the titles are referenced in the individual ministry/agency chapters.

## **How to Make a Request**

Individuals are generally allowed access to their personal information without having to make a request under the Act. A letter or phone call to the appropriate ministry/agency may be all that is required.

A request under the Act can be made by completing a *Request for Access to Personal Information*. Individuals who have had access to their personal information and wish to request correction should complete a *Request for Correction of Personal Information*. These forms are available in government offices across the province. Examples of how to complete the forms are included at the end of this section.

The completed request form should be forwarded to the ministry or agency most likely to have the information. The correct mailing address can be found at the end of each chapter in this directory under the heading "Access".

Normally, a request must be processed within 30 calendar days. This means that the ministry/agency must either provide access to the requested information or notify the individual that the personal information is exempt under the

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specific provisions of the Act. If the ministry/agency requires a time extension for any reason, then the requester must be notified.

Requesters should provide as much information as possible. Individuals who need assistance in locating personal information or completing a request should contact the Freedom of Information Coordinator in the appropriate ministry or agency. The address and phone number of the Freedom of Information Coordinator can be found at the end of each ministry/agency chapter.

## How to Appeal a Decision

An individual may appeal any decision made by a ministry or agency including refusal to grant access, refusal to make a correction to personal information and extension of the 30 day deadline. Appeals should be directed to:

Information and Privacy Commissioner  
17th Floor  
80 Bloor Street West  
Toronto, Ontario  
M5S 2V1

Telephone: (416) 965-2635





Ontario

# Request for access to personal information Demande d'accès aux renseignements personnels

Freedom of Information and Protection of Privacy Act, 1987  
Loi de 1987 sur l'accès à l'information et la protection de la vie privée

Please PRINT or write legibly/Veuillez imprimer ou écrire lisiblement

Last name/Nom de famille		First name/Prénom		Middle name/Second prénom	
Address (Street/Apt. No./P.O. Box No./R.R. No.) Adresse (Rue/App. no./C.P. no./R.R. no.)			City or town/Cité ou ville		Province
Postal code/Code postal	Telephone number(s), with area code/Numéro(s) de téléphone et indicatif régional		area code indicatif régional		
	Day/Jour ▶		Evening/Soir ▶	area code indicatif régional	

## Details of personal information requested/Détails des renseignements personnels demandés

1. Last name appearing on requested information  
Nom de famille qui figure aux renseignements demandés

☐ Same as above or  
Même que ci-dessus ou ▶

2. Ministry/Institution request made to  
Ministère/Organisme auquel la demande est présentée  
**Ministry of Consumer and Commercial  
Relations**

3. Name of personal information bank or record/Nom de la banque de renseignements personnels ou du document

**Commercial Registration, Enquiry, Data and Information  
Tracking System (CREDITS)**

4. Detailed description of personal information/Description détaillée des renseignements personnels

In April 1987 I submitted an application for registration of a travel agency. I would like a copy of the file associated with this application, particularly any information related to my employment history or financial status.

5. Preferred method of access/Mode préféré d'accès

☒ Receive copy/Recevoir une copie

☐ Examine/Consulter

Signature

Date  
Day/Jour Month/Mois Year/Année

For Ministry/Institution use only/À l'usage exclusif du ministère ou de l'organisme

Date received/Date de réception  
Day/Jour Month/Mois Year/Année

Reference number/N° de référence

Comments/Remarques





Ontario

**Request for correction of personal information**  
**Demande de rectification des renseignements personnels**

**Freedom of Information and Protection of Privacy Act, 1987**  
**Loi de 1987 sur l'accès à l'information et la protection de la vie privée**

**Please PRINT or write legibly/Veuillez imprimer ou écrire lisiblement**

Last name/Nom de famille		First name/Prénom		Middle name/Second prénom	
Address (Street/Apt. No./P.O. Box No./R.R. No.) Adresse (Rue/App. no./C.P. no./R.R. no.)			City or town/Cité ou ville		Province
Postal code/Code postal	Telephone number(s), with area code/Numéro(s) de téléphone et indicatif régional				
	Day/Jour	area code indicatif régional	Evening/Soir	area code indicatif régional	

**Details of personal information to be corrected/Détails des renseignements personnels devant être rectifiés**

1. Last name appearing on information to be corrected Nom de famille qui figure aux renseignements devant être rectifiés <input type="checkbox"/> Same as above or Même que ci-dessus ou <input type="checkbox"/>	2. Ministry/Institution maintaining information Ministère/Organisme qui conserve les renseignements <b>Ministry of Consumer and Commercial Relations</b>	3. Reference No. from request for personal information/ N° de référence qui figure à la demande de renseignements personnels
4. Name of personal information bank or record/Nom de la banque de renseignements personnels ou du document <b>Commercial Registration, Enquiry, Data and Information Tracking System (CREDITS)</b>		

5. Description of information to be corrected Description des renseignements devant être rectifiés  <b>Employment Information</b>	6. Correction requested/Rectification demandée  The file states that I was employed by the ACME Travel Agency from January 1986 to February 1987. The employment period should be changed as follows :  January <u>1984</u> to February 1987.
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You will be notified of the outcome of your request. If the correction is not made, you may require that a statement of disagreement be attached to your information.

Vous serez avisé du résultat de votre demande. Si la rectification n'est pas effectuée, vous pouvez exiger qu'une déclaration de désaccord soit annexée à vos renseignements.

Signature	Date Day/Jour	Month/Mois	Year/Année
-----------	------------------	------------	------------

**For Ministry/Institution use only/À l'usage exclusif du ministère ou de l'organisme**

Date received/Date de réception Day/Jour	Month/Mois	Year/Année	Reference number/N° de référence	Comments/Remarques
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## II Common Personal Information Banks

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## Common Personal Information Banks

The following collections of personal information are common to most Ontario Government ministries and agencies. A description of the categories of information in each personal information bank can be found in the introduction to this directory. Individuals seeking access to these personal information banks should forward their requests to the appropriate ministry or agency. For the correct mailing address, refer to the "Access" heading at the end of each ministry/agency chapter.

### Affirmative Action/Employment Equity Program

**Location:** Affirmative Action/Employment Equity Program offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, office location, telephone number, education, employment history, career goals. **Uses:** Monitor progress of the program to establish equal opportunities for women in the areas of training, promotions and career mobility. **Categories of Users:** Affirmative Action/Employment Equity staff, management and personnel/human resources staff. **Categories of Individuals in Bank:** Women employees of the institution. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Access controlled by Affirmative Action/Employment Equity staff, files secured and treated as confidential. **Retention and Disposal:** Employment work period, then destroyed. **Official Responsible:** Senior Manager, Affirmative Action/Employment Equity Program.

### Career Planning/Training

**Location:** Personnel/Human Resources Branch, Training Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Name, employee's career and employment goals, training and development plans, nomination forms for educational programs, training certificates. **Uses:** Record employee's career objectives and participation in relevant training. **Categories of Users:** Personnel/human resources staff, training and Affirmative Action/Employment Equity staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch

and/or line manager's office. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information. **Official Responsible:** Personnel/Human Resources Director, Training Director and/or line managers.

### Central Attendance Recording System (CARS)

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.7(1). **Types of Information Maintained:** Name, record of work attendance. **Uses:** Record absences; provide statistical reporting on attendance. **Categories of Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Computer processing secured by Employee Benefits and Data Services Branch, Ministry of Government Services; input/output secured in Personnel/Human Resources or Finance Branches. **Retention and Disposal:** Variable up to two years, then destroyed or incorporated into General Employment History and Payroll Information. **Official Responsible:** Personnel/Human Resources or Finance Directors.

### Employment Application Inventory

**Location:** Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Types of Information Maintained:** Name, address, letters of application, resumés. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Personnel/human resources staff, line managers. **Categories of Individuals in Bank:** Applicants for provincial government jobs. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and/or skill base. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Personnel/Human Resources Director.

### General Employment History and Payroll Information

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2,4); R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Types of Information Maintained:** Name, address, work history, payroll transactions and employee benefit options. **Uses:** Record employee's work history and payroll/benefit transactions. **Categories of Users:** Personnel/human resources and financial staff, managers, auditors, Human Resources Secretariat. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or Social Insurance Number.

**Access Controls:** Secured in Personnel/Human Resource Branch or Finance Branch. **Retention and Disposal:** 50 years after termination, then destroyed; select files transferred to archives. **Official Responsible:** Personnel/Human Resources Director.

## Grievances and Applications

**Location:** Personnel/Human Resources Branch and/or Human Resources Secretariat. **Legal Authority:** Public Service Act, R.S.O. 1980, c. 418, s.29; R.R.O. 1980, Reg. 881, s.36-57; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.19, s.38(13) and s.39. **Types of Information Maintained:** Name, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Categories of Users:** Personnel/human resources staff, line managers, Human Resources Secretariat. **Categories of Individuals in Bank:** Ontario public servants and Crown employees submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Grievance number, type of grievance, employee name. **Access Controls:** Secured in Personnel/Human Resources Branch or by authorized custodian. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed. **Official Responsible:** Personnel/Human Resources Director and/or Director, Staff Relations, Human Resources Secretariat.

## Identity/Employee Card

**Location:** Finance/Administration Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, office, office telephone number, card number, photograph. **Uses:** Regulate access to government property. **Categories of Users:** Security staff. **Categories of Individuals in Bank:** Personnel issued an identification card. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or card number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Variable. **Official Responsible:** Official designated by the institution.

## Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Types of Information Maintained:** Name, date of birth, education, work history, pay level and other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports such as T-4s, pension contributions. **Categories of Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, Employee Benefits and Data Services Branch staff, Ministry of Government Services. Select information is available to the Ontario Public Service Employees Union, insurance companies and banks. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer,

paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Computer processing secured by Employee Benefits and Data Services Branch, Ministry of Government Services; paper files secured in Personnel/Human Resources Branch or Finance Branch. **Retention and Disposal:** Variable up to 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Personnel/Human Resources or Finance Directors.

## Job Competitions

**Location:** Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Types of Information Maintained:** Name, address, application forms, job advertisement, screening and evaluation information and appointment of successful candidate. **Uses:** Document the hiring process; provide statistical data. **Categories of Users:** Personnel/human resources and Affirmative Action/Employment Equity staff, line managers, human rights officers, auditors. **Categories of Individuals in Bank:** Applicants for provincial government jobs. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Competition number or position title of vacancy. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Personnel/Human Resources Director.

## Library Users Lists

**Location:** Library/reading rooms. **Legal Authority:** The Act establishing each institution. **Types of Information Maintained:** Name, address, business and residence telephone numbers, ID number, agency. **Uses:** Prepare statistical reports; planning purposes; circulation records. **Categories of Users:** Library/reading room staff. **Categories of Individuals in Bank:** Users of library and/or audio-visual services. **Policies and Practices – Storage:** File cards. **Retrievability:** Name. **Access Controls:** Cards available to designated staff only. **Retention and Disposal:** Until all materials returned, then destroyed. **Official Responsible:** Official designated by the institution.

## Medical Information (Personnel)

**Location:** Personnel/Human Resources Branch. **Legal Authority:** R.R.O. 1980, Reg. 881, s.67(1-4), s.68(1-3), s.81(1-5), s.99(1-2); Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, health records, reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Categories of Users:** Personnel/human resources staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History

and Payroll Information. **Official Responsible:** Personnel/Human Resources Director.

## Ombudsman/Human Rights Commission

**Location:** Personnel/Human Resources Branch, Legal Services Branch and officer designated responsible for contact with these agencies. **Legal Authority:** The Ombudsman Act, R.S.O. 1980, c.325, Ontario Human Rights Code, R.S.O. 1980, c.340. **Types of Information Maintained:** Name, address, date of birth, copy of individual's complaint, investigation and report. **Uses:** Document an individual's complaint; respond to the inquiry. **Categories of Users:** Managers, Legal Services Branch, deputy minister/chief executive officer. **Categories of Individuals in Bank:** Individuals registering a complaint under the Ombudsman Act or Human Rights Code. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets with restricted access. **Retention and Disposal:** Variable. **Official Responsible:** Official designated by the institution.

## Performance Management

**Location:** Personnel/Human Resource Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Types of Information Maintained:** Name, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Categories of Users:** Personnel/human resources staff, training and Affirmative Action/Employment Equity staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information. **Official Responsible:** Personnel/Human Resources Director and/or line managers.

## Travel Expense Accounts

**Location:** Financial Services Section. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, work mailing address, advance account, date of last expense account. **Uses:** Record advance account and expenditure totals. **Categories of Users:** Accounts Section staff. **Categories of Individuals in Bank:** Ontario Public Servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, access code. **Access Controls:** Computer password; paper files restricted to designated employees. **Retention and Disposal:** Until fiscal year end when an employee's advance account is balanced, then destroyed. **Official Responsible:** Official designated by the institution.

## Workers' Compensation

**Location:** Occupational Health and Safety Section. **Legal Authority:** R.R.O. 1980, Reg. 881, s.67; Workers' Compensation Act, R.S.O. 1980, c.539, s.20, s.21 and s.121; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number and details of the injury/accident. **Uses:** Process claims made under the Workers' Compensation Act. **Categories of Users:** Workers' Compensation Board, personnel/human resources staff. **Categories of Individuals in Bank:** Ontario public servants and Crown employees submitting an accident/claim report. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 50 years, then transferred to archives. **Official Responsible:** Claims Coordinator, Occupational Health and Safety Section, Personnel/Human Resources Branch.





III  
Personal  
Information Banks  
of Ministries and Agencies

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# Ministry of Agriculture and Food

## Head

Minister of Agriculture and Food  
11th Floor, 801 Bay Street  
Toronto, Ontario  
M7A 2B2  
Telephone: (416) 965-1041

## Mandate

To encourage an efficient and competitive agriculture and food sector in Ontario by delivering effective programs and services to those who grow, process and market food.

## Organization

The ministry is organized in five divisions: Advisory and Technical Services; Education and Research; Finance and Administration; Marketing; and Quality and Standards. In addition, three branches report directly to the deputy minister: Communications; Economics and Policy Coordination; and Legal Services.

The ministry's head office is in Toronto. The administration of five branches, the colleges and research stations is conducted from the Guelph Agriculture Centre. There are also 54 county and district offices throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

## Divisions

### Advisory and Technical Services Division

Counsels and advises farmers and producer organizations on management practices and provides laboratory and technical services essential to the business of farming. Division includes the following branches: Agricultural Representatives; Animal Industry; Plant Industry; Agricultural Laboratory Services; Veterinary Laboratory Services; and Soil and Water Management.

### Personal Information Banks

Contain information about individuals applying for financial assistance or a licence to operate facilities, or who have submitted specimens to a ministry laboratory for analysis.

### Agricultural Tile Drainage – Loan Applicants

**Location:** Soil and Water Management Branch, 8th Floor, 801 Bay Street, Toronto. **Legal Authority:** Tile Drainage Act, R.S.O. 1980, c.500, s.4. **Types of Information Maintained:** Name, address, contract number, details of loan agreement. **Uses:** Establish eligibility for loan. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Owners of agricultural land. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or contract number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Soil and Water Management Branch, 8th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-9921.

### Agricultural Tile Drainage Installation Act – Licences

**Location:** Soil and Water Management Branch, 8th Floor, 801 Bay Street, Toronto. **Legal Authority:** Agricultural Tile Drainage Installation Act, R.S.O. 1980, c.15, s.2. **Types of Information Maintained:** Name, address, business name, licence class, machinery operated by tile contracting businesses. **Uses:** Establish eligibility for licences. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Tile drainage contractors, operators of tile drainage machines. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Manager, Drainage and Water Management, 8th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-9921.

### Farmer Consultation Records

**Location:** County and district field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, names of family members, acres owned, acres rented, crops and livestock produced, value of assets and liabilities, net worth, farming objectives and personal goals, net income history and suggested procedures for obtaining the desired objectives. May also include soil test reports, feed analysis reports and business analysis reports. **Uses:** Provide farm management and estate planning advisory services. **Categories of Users:** Agricultural representative, advisory personnel in field office. **Categories of Individuals in Bank:** Farmers requesting advice. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to agricultural representative in charge of the office. **Retention and Disposal:** Until farmer retires, then destroyed. **Official Responsible:** Agricultural representative in appropriate field office. See Government of Ontario Telephone Directory for addresses.

### Fur Farm Licences

**Location:** Veterinary Laboratory Services Branch, Guelph Agriculture Centre, P.O. Box 1030, Guelph. **Legal Authority:** Fur Farms Act, R.S.O. 1980, c.181. **Types of Information Maintained:** Name, address, farm location, ownership

information, number and species of animal kept. **Uses:** Identify and locate licensees. **Categories of Users:** Branch administrative staff, program specialist, inspectors. **Categories of Individuals in Bank:** Fur farmers. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number, name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Branch Director, Veterinary Laboratory Services Branch, Guelph Agriculture Centre, P.O. Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700 ext. 116.

### Leaf Analysis

**Location:** Horticulture Research Institute of Ontario (HRIO), Vineland Station. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Grower name, address, telephone number, characteristics of sample, management practices, test results, recommendation. **Uses:** Record results of tests performed on leaf samples submitted for analysis; make recommendations. **Categories of Users:** HRIO analyst, advisory personnel. **Categories of Individuals in Bank:** Growers submitting samples for analysis. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, grower number. **Access Controls:** Computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Director, Horticulture Research Institute of Ontario, Vineland Station, Ontario, L0R 2E0, telephone: (416) 562-4141.

### Ontario Asparagus Production Incentive Program

**Location:** Plant Industry Branch, Guelph Agricultural Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 1843/81. **Types of Information Maintained:** Name, address, number of acres planted, number of acres approved, amount of grant approved and paid, crop inspection reports. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Inspectors, program administrators. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and county. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Director, Plant Industry Branch, Guelph Agricultural Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

### Ontario Greenhouse Energy Efficiency Incentive Program

**Location:** Energy Centre, Plant Industry Branch, 801 Bay Street, 7th Floor, Toronto. **Legal Authority:** Orders in Council 557/83 and 1980/85. **Types of Information Maintained:** Name, address, gross income, cost of project, eligible costs, amount of grant approved and paid. **Uses:** Determine eligibility for and amount of grant; record accumulation of grants paid up to the maximum allowed. **Categories of Users:** Program administrators, inspectors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or registration number. **Access Controls:** Paper

restricted to administrative assistant and assistant manager; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Assistant Manager, Energy Centre, Plant Industry Branch, 801 Bay Street, 7th Floor, Toronto, Ontario, M7A 2B2, telephone: (416) 965-9519.

### Ontario Hatchery and Supply Flock Policy – Applications and Registrations

**Location:** Guelph Laboratory, Room 213, Box 3612, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Ontario Hatchery and Supply Flock Policy. **Types of Information Maintained:** Name, address, type of poultry, numbers, dates of placement, testing requirements and requests. **Uses:** Identify flock placements by hatcheries; estimate workload of Ontario Hatchery and Supply Flock Policy staff. **Categories of Users:** Laboratory administrative staff, inspectors. **Categories of Individuals in Bank:** Hatchery operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Supervisor, Ontario Hatchery and Supply Flock Policy, Guelph Laboratory, Room 213, Box 3612, Guelph, Ontario, N1H 6R8, telephone: (519) 823-8800, ext. 4550.

### Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP)

**Location:** Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 680/83 and 167/86. **Types of Information Maintained:** Name, enrolment number, address, telephone number, grant request date, project data, payment data. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Program staff, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, address or telephone number. **Access Controls:** Computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Soil Conservation and Environmental Protection, Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

### Pest Injury Data

**Location:** Pest Diagnostic and Advisory Clinic, Environmental Biology, University of Guelph, Graham Hall, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, description of problem, laboratory findings, recommendations. **Uses:** Identify insects, weeds, plant diseases; recommend control measures. **Categories of Users:** Clinic administrative staff, program specialists. **Categories of Individuals in Bank:** General public submitting relevant specimens for analysis. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or specimen number. **Access Controls:** Restricted to

branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Clinic Manager, Pest Diagnostic and Advisory Clinic, Environmental Biology, University of Guelph, Graham Hall, Guelph, Ontario, N1G 2W1, telephone: (519) 823-8800.

#### Pesticide Residue Data

**Location:** Provincial Pesticide Residue Testing Laboratory, University of Guelph, Building #43, McGilvray Street, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, telephone number, age, sex, medical history, occupation, farming practices. **Uses:** Monitor, survey, and research the effects of pesticide residue in agriculture and the environment. **Categories of Users:** Laboratory administrative staff, program specialists, plant and animal extension staff. **Categories of Individuals in Bank:** General public, farming community. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, submission date, sample type. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Laboratory Director, Pesticide Laboratory, University of Guelph, Building #43, McGilvray Street, Guelph, Ontario, N1G 2W1, telephone: (519) 823-8800.

#### Red Meat Plan

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 2704/84, 2705/84 and 2706/84. **Types of Information Maintained:** Name, enrolment number, address, telephone number, livestock data, payment data. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or enrolment number. **Access Controls:** Paper restricted to program manager; computer password. **Retention and Disposal:** Complete retention to date. **Official Responsible:** Manager, Red Meat Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

#### Soil, Leaf and Feed Nutrient Data

**Location:** Agri-Food Laboratories, Ministry of Agriculture and Food, Unit 1, 503 Imperial Road, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, telephone number, cropping practice, livestock feeding practices. **Uses:** Make soil fertilizer and feed diet recommendations. **Categories of Users:** Administrative staff, program specialists. **Categories of Individuals in Bank:** Farming community, home gardeners. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, address or telephone number. **Access Controls:** Computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Manager, Agri-Food Laboratories, Ministry of Agriculture and Food, Unit 1, 503 Imperial Road, Guelph, Ontario, N1H 6T9, telephone: (519) 837-1600.

## Communications Branch

Provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities, and by preparing materials suited to various client needs.

### Personal Information Banks

None

## Economics and Policy Coordination Branch

Provides economic, statistical and policy analysis to all segments of the ministry and the industry upon request, and is responsible for policy coordination within the ministry.

### Personal Information Banks

Contain names and addresses of fruit and vegetable growers. Used to perform surveys according to Statistics Canada regulations.

#### Ontario Fruit and Vegetable Growers' List

**Location:** Economics and Policy Coordination Branch, 4th Floor, 801 Bay Street, Toronto. **Legal Authority:** Statistics Canada Act, S.C. 1970-71-72, c.15. **Types of Information Maintained:** Name, address, telephone number, specific fruits and vegetables produced. **Uses:** Select growers in specific sectors of agriculture to survey. **Categories of Users:** Branch statisticians, system specialist. **Categories of Individuals in Bank:** Commercial fruit and vegetable growers. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Until grower retires, then destroyed. **Official Responsible:** Head, Statistics and Surveys, Economics and Policy Coordination Branch, 4th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1064.

## Education and Research Division

Provides services to improve the quality of life and education level of the agricultural community, and initiates research and development projects to improve the productivity and competitive position of farmers in Ontario. Division includes the Rural Organizations and Services Branch, Horticultural Research Institute of Ontario, the five colleges of agricultural technology, and the Ontario Agricultural Museum.

### Personal Information Banks

Contain information on individuals applying to agricultural programs in the colleges or community.



## Agricrew and Junior Agriculturalist Exchange Programs – Host Farmers

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, county, address, telephone number, rating as host farmer (for Junior Agriculturalist Program), year(s) involved. **Uses:** Decide eligibility for future involvement in program; record involvement. **Categories of Users:** Program managers. **Categories of Individuals in Bank:** Farmers accepted into the program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to program managers. **Retention and Disposal:** Two years, then destroyed; permanent card catalogue. **Official Responsible:** Manager, Agriculture Employment and Safety, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

## Agricrew and Junior Agriculturalist Programs – Student Applications

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, age, Social Insurance Number, date of birth, weight, height, OHIP number, contact person, mother tongue, education, medical status, driver's licence number, past employment. **Uses:** Decide eligibility to participate in program. **Categories of Users:** Program managers and coordinators. **Categories of Individuals in Bank:** Students applying for summer programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Agricultural Employment and Safety, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

## Colleges of Agricultural Technology – Admissions

**Location:** Admissions office in each college of agriculture. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, age, sex, education, marks, disciplinary problems, medical background, names of parents, Ontario Student Assistance Program participants. **Uses:** Record academic standing; plan future academic programs. **Categories of Users:** College administrative staff. Teachers have access to their own students records. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked file cabinets and restricted to administrative staff and principals; computer password. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Principal of appropriate college. See Government of Ontario Telephone Directory for addresses.

## 4-H Members and Leaders

**Location:** County and district field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Members' names, addresses, telephone numbers, dates of birth, sex, parents' names, projects completed, awards received. Leaders' names, addresses, telephone numbers, projects led, awards received. **Uses:** Record 4-H members and leaders in each county/district; select awards/conference recipients; monitor 4-H enrolment; mailing list. **Categories of Users:** Rural organizations specialists, field office administrative staff. **Categories of Individuals in Bank:** Individuals enrolled as members or leaders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to rural organizations specialist in each office. **Retention and Disposal:** Permanent in agriculture offices. **Official Responsible:** Rural organizations specialist in each field office. See Government of Ontario Telephone Directory for addresses.

## International Agricultural Exchange Program (IAEP) – Foreign Exchange Workers to Ontario

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, country, education, driver's licence number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history. **Uses:** Match applicants with host farmers in Ontario. **Categories of Users:** Program coordinator. Select information to host farmer, insurance company, Canada Employment and Immigration Commission. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Coordinator, or Manager, International Agricultural Exchange Program, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

## International Agricultural Exchange Program (IAEP) – Ontario Exchange Workers to Foreign Countries

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, education, driver's licence number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history, country of application. **Uses:** Determine eligibility to participate in program. **Categories of Users:** Program coordinator, foreign equivalent, foreign host farmer, consulates of host countries and respective Canadian embassies. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director.

**Retention and Disposal:** Two years, then destroyed.  
**Official Responsible:** Program Coordinator, IAEF, or Manager, Agricultural Employment and Safety, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

### **International Agricultural Exchange Program (IAEP) – Ontario Host Farmers**

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, county, farm location, type of enterprise, size of operation, family member names and ages, telephone number, evaluation as host farmer, number of employees. **Uses:** Determine eligibility to be host farmer; match host with exchange workers. **Categories of Users:** Program coordinator, foreign equivalent, insurance company, Canada Employment and Immigration Commission, Canadian embassies in host countries. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Coordinator, IAEF, or Manager, Agricultural Employment and Safety, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 823-5700.

## **Finance and Administration Division**

Ensures compliance with ministry and government financial, administrative and human-resource policies, and provides financial planning, information management, personnel and audit services to all branches. Also responsible for preserving the agricultural land base; reducing the income fluctuations inherent in agricultural production; and assisting producers in responding to changing markets and demands through farm assistance programs. Division comprises seven branches: Audit; Crop Insurance and Stabilization; Farm Assistance Programs; Financial and Support Services; Foodland Preservation; Management Systems; and Personnel.

### **Personal Information Banks**

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions

Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on individuals applying for financial assistance, crop insurance, or to income stabilization programs, or who are appealing decisions made by the ministry. Two additional personal information banks on ministry employees are listed.

### **Agri-North Project Proposals**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1470/84 and 1897/85. **Types of Information Maintained:** Name, address, application forms, claim forms, payment requisitions, project reports, correspondence. **Uses:** Evaluate application eligibility; check claims for eligible items; check reports against project proposals; create program status summaries. **Categories of Users:** Branch director, program manager, review committee, administrative staff. **Categories of Individuals in Bank:** Farmers or other applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

### **Agricultural Rehabilitation and Development Act (ARDA) – Federal-Provincial Projects**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Agricultural Rehabilitation and Development Act, R.S.O. 1980, c.11, s.3. **Types of Information Maintained:** Name, address, application for lease, history of each project with terms and conditions for operational and audit purposes. **Uses:** Evaluate requests for lease renewal; process requests to purchase; resolve problems. **Categories of Users:** ARDA directorate, program administrative staff, branch director, Legal Branch. **Categories of Individuals in Bank:** Applicants for lease. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or property number. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

### **Applicants to Ministry Programs – Central Registry**

**Location:** Management Systems Branch, 7th Floor, 801 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, telephone number, record of applications to programs, enrolment numbers.

**Uses:** Produce a database for new programs; cross-reference applicants between programs. **Categories of Users:** Staff responsible for administering various programs. **Categories of Individuals in Bank:** Applicants to ministry programs. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, address and enrolment number. **Access Controls:** Computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Director, Management Systems Branch, 7th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2218.

#### Beginning Farmer Assistance Program (BFAP)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 2692/83 and 3089/83. **Types of Information Maintained:** Name, address, enrolment number, telephone number, correspondence. Field office files may also contain farm business analysis statements and other statements of recommendations for business and production management. **Uses:** Evaluate eligibility for program. **Categories of Users:** Program managers, coordinators, review committee, branch director, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Enrolment number, name. **Access Controls:** Paper restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2988.

#### Commercial Disaster Relief Fund, 1985

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1916/85. **Types of Information Maintained:** Application forms, financial data, name, address, telephone number, age, type of farm, enrolment number, amount of loans outstanding. **Uses:** Evaluate eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers applying for loans/grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, enrolment number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Crop Insurance Contracts – Coverage and Disputes

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Crop Insurance Act, R.S.O. 1980, c.104, s.5. **Types of Information Maintained:** Contract number, name, address, telephone number, yields harvested, acres grown, agents' and adjusters' evaluations and comments, crop loss information, arbitration board decisions, coverage earned, correspondence to and from insureds. **Uses:** Decide on

current coverage; pay claims. **Categories of Users:** Branch staff, area managers. Select information to agents, adjusters, commission members, arbitration board members. **Categories of Individuals in Bank:** Applicants for crop insurance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Contract number, name, telephone number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Paper retained seven years, then destroyed; permanent retention of computer files. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

#### Eastern Ontario Apple Tree Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2471/83 and 1467/84. **Types of Information Maintained:** Name, address, application forms, invoices, correspondence, payment requests. **Uses:** Reference only, program terminated. **Categories of Users:** Branch director, program manager. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

#### Farm Family Advisor Program – Client Referrals

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 2710/85. **Types of Information Maintained:** Name, address, telephone number, referral form, advisory agreement, releases, financial information, final reports. **Uses:** Maintain information and forms for each referral to the program's board of directors. **Categories of Users:** Branch director, program manager, program coordinator, program's board of directors, senior branch staff. **Categories of Individuals in Bank:** Farmers in financial difficulty requesting and referred to an advisor. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, log number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

#### Farm Income Stabilization Program

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Income Stabilization Act, R.S.O. 1980, c.153. **Types of Information Maintained:** Name, address, telephone number, stabilization number, Social Insurance Number, details of commodities applied for, field audit reports, correspondence, sales reports for commodities, commission decisions. **Uses:** Decide eligibility for stabilization programs. **Categories of Users:** Branch staff, adjusters. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name,



stabilization number, telephone number, Social Insurance Number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

#### Farm Tax Reduction Program Appeal Files

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1705/86. **Types of Information Maintained:** Name, address, assessment role number, legal documents, correspondence, farm tax reduction program payment history, tax invoices, notice of assessment, property information, assessment data confirmation. **Uses:** Evaluate appeals under the Farm Tax Reduction Program.

**Categories of Users:** Branch director, program manager, secretary to the appeal board, members of the Farm Tax Rebate Program Appeal Board. **Categories of Individuals in Bank:** Individuals denied a farm tax rebate and appealing their cases. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Farm Tax Rebate Program appeal number, name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Farmers in Transition Program (FIT)/Re-Establishment Assistance Files

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 2983/85. **Types of Information Maintained:** Name, address, telephone number, correspondence, financial statements, application forms, documents pertaining to wind-down of farm operation. **Uses:** Evaluate eligibility for a re-establishment grant, wage subsidy and job-search skills course. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers (in transition) applying for a re-establishment grant, wage subsidy and/or course. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Grape Conversion Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1002/76, amended June 11, 1976. **Types of Information Maintained:** Name, address, financial data, production information. **Uses:** Determine eligibility for the program. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted

to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

#### Greenhouse Growers' Storm Damage Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1685/78. **Types of Information Maintained:** Name, address, application form and production data. **Uses:** Evaluate eligibility for the program. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

#### Hailstorm Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2470/85 (Essex) and 2469/85 (Timiskaming). **Types of Information Maintained:** Name, address, application forms, financial data, telephone number. **Uses:** Decide eligibility for grant assistance for damage caused by hailstorms in Essex County on May 30, 1985, and Timiskaming County on July 21, 1986. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Farmers affected by the above-mentioned hailstorms. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Industrial Milk Production Incentive Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1834/72, 1658/73, 2337/74, 1805/76 and 2368/76. **Types of Information Maintained:** Name, address, application form, production data, and financial information. **Uses:** Record grants made under program. Bank no longer in use, awaiting transfer to archives. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Internship Program for New Employees

**Location:** Personnel Branch, 9th floor, 801 Bay Street, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2, s.16(2). **Types of Information Maintained:** Background of program, original training plan, name, address, date of birth, education, work history. **Uses:** Resumes used in the staffing process. **Categories of Users:** Personnel administrators, directors/managers of specific branches. **Categories of Individuals in Bank:** Candidates applying for internship programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Personnel Branch, 9th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7452.

## Junior Farmer Loan Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Junior Farmer Establishment Loan Corporation Act, R.S.O. 1980, c.225. **Types of Information Maintained:** Name, address, telephone number, financial data, application forms, billing notices, general correspondence. **Uses:** Evaluate requests for partial discharge or assumption; reference original application; file billing notices. **Categories of Users:** Branch director, program manager, administrative staff and Legal Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Loan number, name. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Program Accountant, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

## Ontario Beef Calf Loan Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 80/81. **Types of Information Maintained:** Name, address, application form and financial data. **Uses:** Evaluate eligibility for the program. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Ontario Family Farm Interest Rate Reduction Program (OFFIRR)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1915/85. **Types of Information Maintained:** Name, address, telephone number, financial statements, income tax returns, correspondence. **Uses:** Evaluate eligibility for assis-

tance; cross-reference with applications for other branch assistance programs; evaluate appeals. **Categories of Users:** Branch director, program management, appeal board members, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number or log number. **Access Controls:** Paper restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

## Ontario Farm Adjustment Assistance Program (OFAAP)/ Farm Operating Credit Assistance Program (FOCAP)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Some information duplicated in field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 215/82 (originating), 585/82, 865/82, 218/83, 219/83, 3091/83, 3092/83, 3449/83, 3450/83, 1814/84, 511/85 and 96/86. **Types of Information Maintained:** Name, address, telephone number, age, applications, financial information, lender/case committee reports, assets and liabilities, farm type, size of farm, enrolment number. **Uses:** Evaluate eligibility for grants (interest reduction) and loan guarantees. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers applying for grants and/or loan guarantees; farmers withdrawing applications. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number, telephone number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Ontario Farm Review Committee

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, financial information, production data. **Uses:** Assess viability and productivity of operations; identify problems with the operation; suggest solutions. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Individuals applying for a review of their financial statement and farming operation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Ontario Young Farmer Credit Program (OYFCP)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Some information duplicated in field offices. See Government of Ontario Telephone Directory for



addresses. **Legal Authority:** Orders in Council 1559/75 and 1950/75. **Types of Information Maintained:** Name, address, application form, financial information, correspondence, committee reports. **Uses:** Determine eligibility for the program; monitor progress of the farm operation.

**Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

### Seasonal Housing Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 3568/75. **Types of Information Maintained:** Name, address, applications, financial data, invoices, receipts and blueprints. **Uses:** Evaluate eligibility for assistance.

**Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

### Staff Training and Development

**Location:** Personnel Branch, 801 Bay Street, 9th Floor, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Employee name, requests for staff development forms, authorization for staff development forms, nomination forms for educational programs, course/degree/diploma certificates, degrees and transcripts, requests/approvals for educational leaves of absence, agreements on conditions of accepting repayable awards, instructors' contracts. **Uses:** Record employees' training and development. **Categories of Users:** Personnel administrator, staff development specialist, assistant director of personnel, ministry managers, payroll supervisor and payroll/accounts staff. **Categories of Individuals in Bank:** Ministry employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then transferred to archives. **Official Responsible:** Staff Development Specialist, Personnel Branch, 801 Bay Street, 9th Floor, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7452.

### Tornado Disaster Assistance Program (1979)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 2446/79. **Types of Information Maintained:** Name, address, application form, financial data and production information. **Uses:** Determine eligibility for the program. **Categories of Users:** Branch director, program manager,

branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

### Tripartite Income Stabilization Program (TRIP)

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Federal/provincial agreement; Farm Income Stabilization Act, R.S.O. 1980, c.153, s.16. **Types of Information Maintained:** Name, address, enrolment number, livestock data, financial information, payments. **Uses:** Decide eligibility for programs. **Categories of Users:** Branch personnel, adjustors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

## Legal Services Branch

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations and other legal documents; and supplies general legal services to the ministry.

### Personal Information Banks

None

## Marketing Division

Responsible for expanding Ontario food and agricultural sales in export and domestic markets; providing support to the food processing industry; and supervising the marketing board structure through the Farm Products Marketing Board and the Milk Commission of Ontario. Division is comprised of three branches: Farm Products Marketing; Market Development; and Food Processing.

### Personal Information Banks

None

## Quality and Standards Division

Responsible for the application of quality assurance and financial protection programs of the ministry. Ensures the wholesomeness of food through regular inspections of farms and food-processing plants and laboratory analysis of food products. Quality assurance is maintained through the

enforcement of grade standards. Division consists of three branches: Livestock Inspection; Dairy Inspection; and Fruit and Vegetable Inspection; and three units: Investigative; Financial Protection; and Administrative.

### Personal Information Banks

Contain information relating to licence status and inspection reports on individuals and facilities involved in growing and processing agricultural products.

#### Abandoned Orchards

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Abandoned Orchards Act, R.S.O. 1980, c.1. **Types of Information Maintained:** Complainants' and defendants' names, addresses, telephone numbers, location of problem orchard, inspection reports, notices, request for hearings, hearing decision, affidavits. **Uses:** Determine whether or not a property is an abandoned orchard in order to take proper action to clean it up. **Categories of Users:** Provincial entomologist, program manager, director, supervisor, inspector. **Categories of Individuals in Bank:** Individuals submitting applications for action under the act and those named as landowners of the problem orchard. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant surname. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Bee Inspectors

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. **Legal Authority:** Bees Act, R.S.O. 1980, c.42. **Types of Information Maintained:** Name, inspector number, address, correspondence, payroll information, telephone number, Social Insurance Number. **Uses:** Conduct payroll; provide lists of bee inspectors; provide names to public as regional contacts. **Categories of Users:** Provincial apiarist, director, secretaries. Restricted access to beekeepers, Personnel and Accounts Branch. Public access to names, telephone numbers, addresses and territories of bee inspectors. **Categories of Individuals in Bank:** Individuals employed as bee inspectors by the ministry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Paper – name; computer – inspector number. **Access Controls:** Paper restricted to provincial apiarist and administrative staff; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Avenue, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.

#### Beef Cattle Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 367/82 under the Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4(1), s.5. **Types of Information Maintained:** Name, file reference, address, telephone number, licence status, finan-

cial information (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of applicant for a livestock dealer's licence. **Categories of Users:** Financial Protection Unit staff. Licence status is public information. **Categories of Individuals in Bank:** Packing plant and slaughterhouse operators and country dealers purchasing live beef cattle for slaughter or for further rearing. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, licence number. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-1341.

#### Beef Cattle Financial Protection Program

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Live Stock and Live Stock Products Act, R.S.O. 1980, c.245; O. Reg. 367/82. **Types of Information Maintained:** Name, business name, address, telephone number, chairman's report, points for financial responsibility, amounts and type of security, hearing notice, results of hearing. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, program manager, Financial Protection Unit, administrator, branch administrative staff. **Categories of Individuals in Bank:** Livestock dealers applying for a licence. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, record number, licence number. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Regulatory Standards Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

#### Beef Dealers – Volume of Cattle Purchases and Fees Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 368/82 under the Farm Products Payment Act, R.S.O. 1980, c.159, s.6(2), (3) and (4). **Types of Information Maintained:** Name, file reference, address, telephone number, status, number of head of beef cattle purchased each month, amount of fees submitted. **Uses:** Maintain a record of each applicant's volume of purchases and fees submitted; determine who has not paid their fees; produce statistical reports. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Packing plant and slaughterhouse operators and country dealers purchasing live beef cattle for slaughter or for further rearing. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or file reference number. **Access Controls:** Restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Income Financial Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-2150.

## Beekkeepers

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. **Legal Authority:** Bees Act, R.R.O. 1980, c.81, s.1. **Types of Information Maintained:** Name, address, telephone number, number of hives, number of hive locations, name, address and telephone number for land owners of each hive location, records of inspection related to those locations. **Uses:** Provide bee inspectors with names of beekeepers and bee yard locations. **Categories of Users:** Provincial apiarist, provincial bee inspectors. Names and addresses provided to local beekeeping associations. **Categories of Individuals in Bank:** Known beekeepers in the province. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, beekeeper number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Drive, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.

## Bees Fumidil-B Program

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. Sub-file held in Fruit and Vegetable Inspection Branch, 801 Bay Street, Toronto. **Legal Authority:** R.R.O. 1980, c.81, s.1. **Types of Information Maintained:** Name, address, telephone number, application form, invoices for Fumidil-B purchases, amount of assistance provided. **Uses:** Determine eligibility for and amount of assistance. **Categories of Users:** Provincial apiarist and branch administrative staff. Name, location and amount of grant is public information. **Categories of Individuals in Bank:** Beekeepers applying to the Fumidil-B Assistance Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Drive, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.

## Claims Against the Grain Corn and/or Soyabean Funds

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 651/84 and O. Reg. 652/84 under the Farm Products Payments Act, R.S.O. 1980, c.159, s.8(1). **Types of Information Maintained:** Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of bushels, etc.), checklist of processing stages of claim. **Uses:** Maintain the details of claims made against the fund; produce statistical reports and calculations. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Grain, corn and/or soyabean producers applying for compensation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or claim file reference number. **Access Controls:** Computer password; paper restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Income Financial Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-2150.

## Controlled-Atmosphere Operator/Packer – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 329/80, s.2. **Types of Information Maintained:** Applicant's name, business name, address, telephone number, name and address of partners, title of official if applicant is a corporation. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director and branch administrative staff, program manager, district supervisors, inspectors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, licence number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

## Dairy Inspection – Certificate Holders

**Location:** Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.13(4). **Types of Information Maintained:** Name of certificate holder, address, employer, certificates held, inspection data. **Uses:** Monitor inspections; maintain and issue certificates. **Categories of Users:** Dairy Inspection Branch staff. **Categories of Individuals in Bank:** Graders and testers of dairy products. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Computer records retention to be determined; paper retained seven years, then destroyed. **Official Responsible:** Manager, Plant Section Oleomargarine and Edible Oil Products Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-2411.

## Fresh Milk Sample Analysis

**Location:** Central Milk Testing Laboratory, 95 Stone Road West, Guelph. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.4. **Types of Information Maintained:** Producer name, address, licence number, transporter, driver, milk analysis. **Uses:** Supply composition test (fat) for payment to producer; supply quality tests. **Categories of Users:** Program staff, producers, Ontario Milk Marketing Board staff. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, licence number. **Access Controls:** Paper restricted to branch director; computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Central Milk Testing Laboratory, 95 Stone Road West, Guelph, Ontario, N1G 2Z4, telephone: (519) 836-5121.

## Fresh Fruit and Vegetable Dealers – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.10. **Types of Information Maintained:** Applicant's name and address,



business operating name, telephone number, names and addresses of principals in unincorporated companies. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, branch administrative staff, program manager, district supervisors, inspectors. Select information to growers of fresh fruit and vegetables, and marketing boards. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and year. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Grading – Certificate Holders

**Location:** County and district offices. See Ontario Government Telephone Directory for addresses. **Legal Authority:** Farm Products Grades and Sale Act, R.S.O. 1980, c.157, s.5. **Types of Information Maintained:** Name and address of grower, processor or receiver, quantity delivered per load, quality and/or defects in sample, name of grader. **Uses:** Operational record of grading services performed which may be used in determining the price paid to grower. **Categories of Users:** Administrative staff, district supervisors, branch inspectors, ministry investigator, actual grower/receiver of each certificate. **Categories of Individuals in Bank:** Growers delivering products subject to grading by branch inspectors or graders. **Policies and Practices – Storage:** Paper. **Retrievability:** Processor/receiver, then name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Inspection – Detentions and Releases

**Location:** Fruit and Vegetable Inspection Branch, Ontario Food Terminal, Room 319, 165 The Queensway, Toronto. Field offices maintain their own files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.7(3). **Types of Information Maintained:** Name and address of owner or person in possession, type of product, number of packages involved, markings re name and address of packer, reasons for detention/release. **Uses:** Operational record used to detain and release farm products; identify offenders; support evidence in legal proceedings. **Categories of Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Categories of Individuals in Bank:** Individuals whose products are detained under the Farm Products Grades and Sales Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, Ontario Food Terminal, Room 319, 165 The Queensway, Toronto, Ontario, M8Y 1H8, telephone: (416) 965-1058.

#### Fruit and Vegetable Inspection – Violations

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.5. **Types of Information Maintained:** Name and address of violator of the Farm Products Grades and Sales Act, nature and details of offence, evidence, statements and staff reports. **Uses:** Identify offenders and record offences. **Categories of Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Categories of Individuals in Bank:** Violators of the Farm Products Grades and Sales Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Quality Improvement Program

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Order in Council 1708/86. **Types of Information Maintained:** Name, address, telephone number, application forms, acreage and crops produced, inspection reports, cancelled invoices, correspondence, cheques supporting gross annual farm income, project cost, names of owners of business, total project cost, status of existing facilities, amount of grant. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Grain Dealers and Elevator Operators – Licensees

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Grain Elevator Storage Act, R.S.O. 1980, c.191; Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Types of Information Maintained:** Names, addresses, telephone numbers, storage inventories, physical facilities, business operations, financial statements, insurance documents, licensing records, infraction reports, inspection reports. **Uses:** Determine eligibility for grain dealer's licence and grain elevator storage operator's licence. **Categories of Users:** Branch director, program manager, inspectors, administrative staff. Licence status is public information. **Categories of Individuals in Bank:** Grain dealers, grain elevator operators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Paper – name/company name; computer – name, licence number. **Access Controls:** Restricted to branch director.

**Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Grain, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Grain Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157; O. Reg. 653/84, s.4(1) and s.5. **Types of Information Maintained:** Name, file reference, address, telephone number, status, financial information for the last three periods (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date, volume of purchases, banking and business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for the grain dealer's licence. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Individuals engaged in the business of buying grain, corn and/or soybeans from Ontario producers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** File reference number or name. **Access Controls:** Computer password; paper restricted to chief administrator. **Retention and Disposal:** To be determined. **Official Responsible:** Grain Financial Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 965-0874.

#### Investigation Unit – Agricultural Investigation Files

**Location:** Office of Chief Investigator, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Oleomargarine Act, R.S.O. 1980, c.324, s.7; Edible Oil Products Act, R.S.O. 1980, c.128, s.5; Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4. **Types of Information Maintained:** Name, address, age information on suspected offenders, charges, convictions, breaches of government financial assistance programs and licence regulations. **Uses:** Main-tain information for current and future investigations. **Categories of Users:** Chief investigator and staff. **Categories of Individuals in Bank:** Persons or companies suspected of violating the acts and programs administered by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Chief Investigator. **Retention and Disposal:** To be determined. **Official Responsible:** Chief Investigator, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

#### Livestock Community Sale Operators – Licence Applications

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Live Stock Community Sales Act, R.S.O. 1980, c.247, s.4; R.R.O. 1980, Reg. 586. **Types of Information Maintained:** Applicant's name, address, location, name of sale, name of insurance company for fire, policy number and amount, annual average gross return for sale, amount of security on deposit, inspection report (general health of livestock observed,

condition of building, yard, water supply, scales and records). **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, program manager and administrative staff. Licence status is public information. **Categories of Individuals in Bank:** Licensed community sales operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of community sale, licence number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Nine years, then destroyed. **Official Responsible:** Program Manager, Regulatory Standards, Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

#### Meat Inspection – Provincial Slaughter Plants

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Six regional offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Meat Inspection Act, R.S.O. 1980, c.260; R.R.O. 1980, Reg. 607. **Types of Information Maintained:** Name, address, type of animal slaughtered, name of plant, plant number, licence number, correspondence. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Provincial slaughter plant operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Meat Inspection Section, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

#### Nursery Stock Operators/Dealers – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Plant Diseases Act, R.S.O. 1980, c.380, s.3. **Types of Information Maintained:** Applicant's name and address, business address, name of nursery, ownership of nursery including names of all partners, head office of nursery, locations of premises where plants are grown or offered for sale. **Uses:** Evaluate credentials for a licence; location of nurseries for disease control. **Categories of Users:** Director, branch administrative staff, program manager, branch inspectors, provincial entomologist. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Ontario Storage and Packing Assistance Program (OSPAP)

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and

Food Act, R.S.O. 1980, c.270, s.4. **Types of Information Maintained:** Proposal and application forms, name, address, telephone number, gross annual farm income, names of owners of business, inspection reports, correspondence, existing facilities and packing equipment, crops and acreages produced, construction plans, invoices, cancelled cheques, supporting project costs, total project costs, grant provided. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Categories of Individuals in Bank:** Producers applying for OSPAP assistance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** OSPAP reference number; also cross-indexed by name on index card system. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Plant Disease Cases

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Plant Disease Act, R.S.O. 1980, c.380. **Types of Information Maintained:** Name of claimant, name of defendant, applications for inspection for diseases and insects, inspection reports, recommendations for cure of disease, correspondence. **Uses:** Enforce the regulations under the Plant Diseases Act. **Categories of Users:** Provincial entomologist, director, program manager, supervisor, inspector. **Categories of Individuals in Bank:** Persons submitting petitions for the establishment of a plant-disease control area and those named as the land-owners of the problem orchard or vegetable acreage. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Produce Arbitration Board

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Types of Information Maintained:** Name, address, telephone number of grower and dealer; notice of grower/dealer produce transaction dispute, related correspondence, supporting documents supplied by both parties, notice of hearing date, minutes of the hearing, award (decision by the Produce Arbitration Board). **Uses:** Settle produce transaction disputes between producers and dealers of fresh fruits and vegetables. **Categories of Users:** Program manager, director, supervisor, inspector. **Categories of Individuals in Bank:** Applicants submitting notices of dispute and other contracting party. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant surname. **Access Controls:** Restricted to branch director.

**Retention and Disposal:** To be determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Producer Challenges to Raw Milk Test Results

**Location:** Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Milk Act, R.S.O. 1980, c.266. **Types of Information Maintained:** Name, producer number, address, penalty levied, correspondence, record of appeal, decision of appeal. **Uses:** Record the outcome of producer challenges to raw milk test results. **Categories of Users:** Director, program manager, assistant program manager. **Categories of Individuals in Bank:** Producers challenging raw milk test results. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or producer number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Paper retained seven years, then destroyed; computer record retention to be determined. **Official Responsible:** Program Manager, Producer Challenges to Raw Milk Test Results, Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-2411.

### Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

#### Personal Information Banks

All personal information banks used by the following affiliated agencies are maintained by the ministry.

### Advisory Committees on Diploma Education

Act in an advisory capacity regarding diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

### Agricultural Council of Ontario

Provides a regular and independent channel of information and advice to the minister from senior experts on the practical aspects of agribusiness and consumerism; functions as a knowledgeable and authoritative resource to which issues of long-term impact can be referred for research and comment.

### Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act; Animals for Research Act;



Artificial Insemination of Live Stock Act; Dead Animal Disposal Act; Farm Products Grades and Sales Act; Grain Elevator Storage Act; Live Stock and Live Stock Products Act; Live Stock Community Sales Act; Live Stock Medicines Act; Meat Inspection Act; Plant Diseases Act; Provincial Auctioneers Act; and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

## **Agricultural Rehabilitation and Development Directorate**

Enables the province to undertake programs jointly with the federal government for the efficient use and economic development of rural lands, the development of income and employment opportunities in rural areas, and the improvement of the standard of living in those areas.

## **Agricultural Research Institute of Ontario**

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

## **Beginning Farmer Assistance Program Review Committee**

Provides applicants denied assistance under the Beginning Farmer Assistance Program with an avenue of appeal.

## **Cooperative Loans Board of Ontario**

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

## **Crop Insurance Commission of Ontario**

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario; conducts surveys and research programs relating to crop insurance; and obtains statistics for commission use.

## **Farm Income Stabilization Commission of Ontario**

Administers the Farm Income Stabilization Act; provides for surveys and research relating to farm-income stabilization; and obtains statistics for commission use.

## **Farm Products Appeal Tribunal**

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a licence review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act.

## **Farm Products Marketing Board**

Supervises 23 Ontario marketing boards; develops and implements policy; provides producer and consumer education about marketing; and evaluates markets and market research priorities.

## **Farm Products Payment Board**

Administers the fund established under the Farm Products Payments Act to protect producers from non-payment by dealers; investigates claims; grants or refuses payment of claims; determines the amount and manner of payment. The Milk Commission of Ontario is designated as the board which administers the fund for milk and cream producers. Other boards administering funds under the Farm Products Payment Act are: Egg Fund Board; Grain Financial Protection Board; Livestock Financial Protection Board; and Processing Vegetable Financial Protection Board.

## **Farm Tax Rebate Appeal Board**

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Reduction Program.

## **Grain Financial Protection Board**

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program (Farm Products Payment Act, R.S.O. 1980; O. Reg. 651/84) to protect producers in the event a licensed dealer defaults on payment.

## **Livestock Financial Protection Board**

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.

## **Livestock Medicines Advisory Board**

Reviews all legislation and regulations pertaining to livestock medicines; advises the minister on matters relating to the control and regulation of livestock medicines.

## **Milk Commission of Ontario**

Supervises the Ontario Milk Marketing Board and Cream Producers Marketing Board; develops and implements policy; provides producer and consumer education about marketing; and evaluates markets and market research priorities.

## **Ontario Agricultural Museum Advisory Board**

Advises the minister on matters relating to the museum and is concerned with achieving the museum's mandate.

## **Ontario Agricultural Museum Artifacts Valuation Committee**

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

## **Ontario Crop Insurance Arbitration Board**

Hears appeals on the administration of the Crop Insurance Plan.

## **Ontario Drainage Tribunal**

Provides a readily accessible forum for appeals under the Drainage Act; establishes rules of practice and procedure; deliberates on evidence of hearings and makes decisions independent of the ministry. The tribunal may recommend to the minister any changes in legislation that it considers advisable.

## **Ontario Farm Machinery Board**

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

## **Ontario Grain Corn Council**

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

## **Ontario Junior Farmer Establishment Loan Corporation**

Ensures the repayment of outstanding loans of mortgagors, and repayment to the Treasurer of Ontario of any indebtedness.

## **Processing Vegetable Financial Protection Board**

Collects fees, administers the fund, and approves claims made against the fund.

## **Produce Arbitration Board**

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

## **Wolf Damage Assessment Board**

Makes binding decisions in situations where the Livestock Commissioner feels there is insufficient evidence to conclude that wolves were responsible for any claim.

## **Access**

Freedom of Information Administrator  
3rd Floor, 801 Bay Street  
Toronto, Ontario  
M7A 2B2  
Telephone: (416) 965-1816

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

# Algonquin Forestry Authority

## Head

Chairman of the Board  
222 Main Street  
Huntsville, Ontario  
P0A 1K0  
Telephone: (705) 789-9647

## Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

## Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

### Personal Information Banks

Contain personal information with respect to employees of the authority.

#### Personnel and Payroll

**Location:** Huntsville Office, 222 Main Street, Huntsville.

**Legal Authority:** Algonquin Forestry Authority Act, R.S.O.

1980, c.18, s.6. **Types of Information Maintained:** Employee name, date of birth, education, work history, pay level, performance appraisal. **Uses:** Issue pay cheques and statistical reports (e.g., T-4 slips, pension contributions).

**Categories of Users:** Authority management, personnel staff. **Categories of Individuals in Bank:** Crown employees of the authority. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or employee number.

**Access Controls:** Computer password, locked cabinets.

**Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Treasurer, Algonquin Forestry Authority, 222 Main Street, Huntsville, Ontario, P0A 1K0, telephone: (705) 789-9647.

## Access

Freedom of Information Coordinator  
Algonquin Forestry Authority  
P.O. Box 1198  
222 Main Street  
Huntsville, Ontario  
P0A 1K0  
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

# Ministry of the Attorney General

## Head

Attorney General  
18th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-1664

## Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown; ensures the effective operation of the courts across the province; advises heads of departments and agencies of government in their legal matters; and advises the government and attends to all matters of a legislative nature.

## Organization

There are two commissions and four boards that report directly to the Attorney General, and six divisions and 24 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court Offices and Crown Attorney Offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

## Divisions

### Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil litigation; advises on constitutional questions; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the government; operates the Reciprocal Enforcement of Maintenance Orders Office; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil; Constitutional Law; Legal Services Branch; Official Guardian Branch; and Public Trustee.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Employment Application Inventory

Also contain information on children represented in court by the Official Guardian, the various representative capacities of the Public Trustee, litigation, and legal advisory services provided by the Crown Law Office-Civil.

### Child Representation (custody/access)

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.35 and s.102; Parens Patriae Jurisdiction of Supreme Court; O. Reg. 808/84, s.3Qa. **Types of Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors when Official Guardian is appointed as litigation guardian. **Categories of Users:** Official Guardian counsel, legal agents, secretaries. **Categories of Individuals in Bank:** Parents, minors subject to custody/access proceedings, minor parents in child protection and adoption proceedings, minors before administrative tribunals. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, names of parties to action. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Director, Custody/Access Programme, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-6602.

### Child Representation Programme (child protection)

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.34, s.36, s.38, s.64, s.105, s.106 and s.110. **Types of Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors. **Categories of Users:** Child Representation Programme lawyers, clerks. **Categories of Individuals in Bank:** Minors subject to proceedings under the Child and Family Services Act. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 19 years, then destroyed. **Official Responsible:** Director, Child Representation Programme (Child Protection), 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-5288.

### Civil Litigation, Estates Files

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.102; Parens Patriae Jurisdiction of Supreme Court. **Types of Information Maintained:** Name, address, telephone number, medical records, income statements and financial assets. **Uses:** Support the Official Guardian's role as litigation guardian in property matters on behalf of minors and mental incompetents not so found. **Categories of Users:** Official Guardian legal staff and agents. **Categories of Individuals in Bank:** Minors and

mental incompetents requiring litigation assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Names of parties to action, name of estate or trust. **Access Controls:** Locked cabinet. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Director, Civil Litigation and Estates, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-8775.

## Client Files

**Location:** Public Trustee Office, 145 Queen Street West, Toronto. **Legal Authority:** Public Trustee Act, R.S.O. 1980, c.422. **Types of Information Maintained:** Name, address, telephone number, medical, psychological, financial and employment information (depending upon individual). **Uses:** Evaluate appropriate action by Public Trustee's Office in performing duties under the Public Trustee Act, court orders, or various enabling statutes. **Categories of Users:** Branch lawyers and administrative staff. **Categories of Individuals in Bank:** Persons for whom the Public Trustee is appointed as representative or whose assets are administered by the Public Trustee, shareholders in defunct corporations, and persons interested in charitable gifts. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name or file number. **Access Controls:** Locked room, computer passwords. **Retention and Disposal:** From one year to 100 years, then destroyed; select files to archives. **Official Responsible:** Public Trustee or Responsible Line Manager, 145 Queen Street West, Toronto, Ontario, M5H 2N8, telephone: (416) 362-1331.

## Legal Advisory Files

**Location:** Crown Law Office-Civil, 18 King Street East, Toronto. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Types of Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide legal advice on matters concerning government to ministries and agencies. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons whose affairs may be the subject of legal advice requested from the Crown Law Office-Civil. **Policies and Practices – Storage:** Paper, microfilm, computer. **Retrievability:** Name, file number. **Access Controls:** Restricted access to office area, locked cabinets, computer password. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Director, Crown Law Office-Civil, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-4118.

## Litigation Files

**Location:** Crown Law Office-Civil, 18 King Street East, Toronto. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Types of Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide bases for litigation for and against the Crown, ministries or agencies. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons for or against whom the Crown Law Office-Civil has carriage of litigation. **Policies and Practices – Storage:** Paper, microfiche, microfilm, computer.

**Retrievability:** Name, file number. **Access Controls:** Restricted access to office area, locked cabinets, computer password. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Director, Crown Law Office-Civil, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-4118.

## Minors' Funds

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** O. Reg. 560/84, s.73; Parens Patriae Jurisdiction of the Supreme Court of Ontario. **Types of Information Maintained:** Name, address, telephone number, financial statements, medical reports. **Uses:** Support applications to court for payment of monies from the court to the benefit of minors. **Categories of Users:** Official Guardian counsel, clerks. **Categories of Individuals in Bank:** Minors with funds held by the Accountant of the Supreme Court, parents/guardians. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, name, Accountant of the Supreme Court file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Minors' Funds, 180 Dundas Street West, Toronto, Ontario, M5G 1E4, telephone: (416) 965-1832.

## Official Guardian Reports

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.125; Children's Law Reform Act, S.O. 1982, c.20, s.32. **Types of Information Maintained:** Name, address, telephone number, date of birth, financial data, medical, psychological and education information, reports containing statements of opinion. **Uses:** Report to the Court on the custody, maintenance, education and well-being of minors subject to divorce actions and orders under the Children's Law Reform Act (s.32). **Categories of Users:** Official Guardian, legal staff, social workers and agents. **Categories of Individuals in Bank:** Minors, parents/guardians. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, name of parties to action. **Access Controls:** Locked cabinet. **Retention and Disposal:** Destroyed when divorce granted, or one year after custody/access order (Children's Law Reform Act) issued. **Official Responsible:** Manager, Administrative Services, 180 Dundas Street West, 5th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-0501.

## Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

## Personal Information Banks

None



## Courts Administration Division

The division provides administrative services to the Supreme Court of Ontario, district courts, and the provincial courts (Criminal, Family, and Civil divisions) in support of the administration of justice in Ontario; provides administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services and court security; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

### Personal Information Banks

Contain information on the appointments of provincial judges, masters, justices of the peace, commissioners for taking affidavits, and notaries public.

#### Commissioners for Taking Affidavits – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Commissioners for Taking Affidavits Act, R.S.O. 1980, c.75. **Types of Information Maintained:** Name, age, address, reasons for requesting appointment, employment history. **Uses:** Administering the appointments process for commissioners for taking affidavits. **Categories of Users:** Manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets in locked office. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Supervisor, Legal Appointments, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-2848.

#### Justices of the Peace

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Types of Information Maintained:** Name, address, education, employment history, letters of reference, salary, direction. **Uses:** Support the justice of the peace function. **Categories of Users:** Office of the Chief Justice, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Justices of the peace. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

#### Justices of the Peace – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Types of Information Maintained:** Name, address, education, employment history, letters of reference. **Uses:** Select justices of the peace. **Categories of Users:** Staff of the Office of the Attorney

General, Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked files. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

#### Notaries Public – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Notaries Act, R.S.O. 1980, c.319. **Types of Information Maintained:** Name, age, address, reasons for requesting appointment, employment history. **Uses:** Administers the appointments process for notaries public. **Categories of Users:** Manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets in locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Legal Appointments, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-2848.

#### Provincial Court Judges and Masters of the Supreme Court of Ontario

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, education, employment history, letters of reference, salary. **Uses:** Support the judicial function. **Categories of Users:** Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Provincial court judges and masters of the Supreme Court of Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

#### Provincial Court Judges and Masters of the Supreme Court of Ontario – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, education, employment history, letters of reference. **Uses:** Select provincial court judges and masters of the Supreme Court of Ontario. **Categories of Users:** Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked files. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.



## Support and Custody Enforcement System

**Location:** Support and Custody Enforcement Branch, 10 King Street East, 3rd Floor, Toronto. Also eight regional offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Support and Custody Orders Enforcement Act, S.O. 1985, c.6. **Types of Information Maintained:** Name, age, address, employment history, financial and tracing information. **Uses:** Monitor support payments and issue cheques; locate missing debtors, creditors, non-custodial parents and abducted children; initiate enforcement action upon default as prescribed by the act. **Categories of Users:** Director, Support and Custody Enforcement Branch staff. Police have access to address and place of employment information and only when assisting enforcement staff in the course of a criminal investigation related to enforcement. **Categories of Individuals in Bank:** Debtors, creditors and dependants, custodial and non-custodial parents and children. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case identification number, or name of creditor/debtor. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Support and Custody Enforcement, 199 Bay Street, Toronto, Ontario, M5J 1J6, telephone: (416) 965-9721.

## Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown Attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office-Criminal, and the Crown Attorneys Branches.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

### Employment Application Inventory

Also contain information on criminal prosecutions or possible criminal prosecutions and related activities.

### Constitutional Questions and Notices

**Location:** Crown Law Office-Criminal, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Courts of Justice Act, S.O. 1984, c.11; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, nature of charge outstanding. **Uses:** Facilitate constitutional litigation. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused. **Access Controls:** Locked cabinets.

**Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Extradition Applications

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature of alleged offence. **Uses:** Facilitate extradition of offenders found outside of Canada. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Letters Rogatory and Commission Evidence

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name of accused, nature of charge outstanding, information about accused's role in offence. **Uses:** Maintain records of applications for letters rogatory or commission evidence. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences where it is necessary to take evidence outside the trial forum. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Marriage Requests From Inmates

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, previous convictions, nature of offence for which individual is currently incarcerated, fiancée's name and address. **Uses:** Decide whether or not marriage prejudices the due administration of justice. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Inmates of correctional institutions requesting to marry while in custody. **Policies and Practices – Storage:** Paper. **Retrievability:** Inmate's name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Ontario Court of Appeal or Supreme Court of Canada – Appeals

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of charges disposed of at trial level. **Uses:** Facilitate litigation of appeals taken from trial proceedings. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons convicted or acquitted of offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused, and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Prosecution Case Files

**Location:** Crown Attorneys' offices throughout Ontario. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, age, address, family background, relationships to others, employment history, criminal record, fingerprint number, nature and circumstances of investigation and charges. **Uses:** Facilitate investigation and prosecution of criminal cases at all stages of proceedings. **Categories of Users:** Crown Attorneys, assistant Crown Attorneys and support staff. **Categories of Individuals in Bank:** Persons under investigation or charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Director of Crown Attorneys, 18th Floor, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-5879.

## Requests for Crown Appeals

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, age, address, employment history, family background, record of convictions. **Uses:** Assess appropriateness of launching Crown appeals. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Special Prosecutions

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271.

**Types of Information Maintained:** Name, address, criminal record, employment history, role and involvement of person under investigation, nature of charges. **Uses:** Facilitate the giving of advice to police agencies; facilitate litigation at trial level. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons under investigation or charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Supreme Court Bail

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of current charges. **Uses:** Facilitate litigation of reviews of detention orders or other judicial interim release orders, and of judicial interim release in the first instance before the Supreme Court of Ontario. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Supreme Court Motions

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, nature and circumstances of charges. **Uses:** Facilitate litigation arising out of the Supreme Court's supervisory jurisdiction over inferior tribunals. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Transfer of Charges Between Provinces

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, outstanding charges, role of accused in offence. **Uses:** Facilitate the transfer of charges between provinces for the purposes of disposition. **Categories of Users:** Deputy Attorney General, Crown law

officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

#### Transfer of Probation Orders

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, employment history, address, family background, conviction. **Uses:** Facilitate the transfer of probation orders so that probation may be completed in another province. **Categories of Users:** Deputy Attorney General, Crown law officers, support staff. **Categories of Individuals in Bank:** Persons requesting to complete their probation orders in another province. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

#### Wiretap Applications

**Location:** Crown Law Office-Criminal, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment, nature of suspected offence, authorization. **Uses:** Notify suspects as required by the Criminal Code; determine the relationship, if any, between various investigations and statistics. **Categories of Users:** Deputy Attorney General, Crown law officers and support staff. **Categories of Individuals in Bank:** Persons under investigation for suspected offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets or vaults. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Drinking and Driving Countermeasures Branch

The branch promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

#### Personal Information Banks

None

### French Language Services

The group coordinates the provision of French-language services in the ministry; operates a French-language information service for the ministry; monitors the application of initiatives; and advises the Attorney General and senior ministry officials on policy initiatives.

#### Personal Information Banks

The following common information banks as described in the introduction to this directory are maintained.

Employment Application Inventory

Also contain information on applicants recruited jobs requiring fluency in the French language.

#### Bilingual Recruitment – Test Results

**Location:** French Language Services, 10 King Street East, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1), and s.30(1)(c). **Types of Information Maintained:** Name, address, results of testing for French-language fluency. **Uses:** Determine suitability for jobs requiring fluency in French. **Categories of Users:** Human Resources Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Coordinator, French Language Services, 10 King Street East, 8th Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-3870.

### Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of provincial parliament, and petitioners for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes selected statutes and regulations in French.

#### Personal Information Banks

None

### Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task forces on human rights, race relations and the legislative responsibilities of the ministry.

#### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Employment Application Inventory



## Programmes and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, auditing, personnel services, affirmative action, information and computer systems, purchasing, records and forms management, research, the legal library, and transfer payments including the Ontario Legal Aid Plan and the Ontario Native Courtworker Program. The division comprises: Accountant of the Supreme Court of Ontario; Administrative Services; Affirmative Action/Employment Equity Program; Audit Services Branch; Computer and Telecommunications Services Branch; Financial Management and Programme Planning Branch; Freedom of Information Office; Human Resources Branch; and the Law Library.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained. Copies of parts of these banks may be held in line managers' offices.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on individuals whose money held by the Supreme Court of Ontario. Also contain general administration records.

### Employee Relocation Claims

**Location:** Financial Management and Programme Planning Branch, 3rd Floor, 18 King Street East, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(1) and s.5. **Types of Information Maintained:** Name, address, Social Insurance Number, classification, financial transaction. **Uses:** Determine eligibility for reimbursement of relocation expenses. **Categories of Users:** Ministry management and accounting staff. **Categories of Individuals in Bank:** Employees seeking reimbursement for relocation expenses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Financial Management and Programme Planning Branch, 5th Floor, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-1291.

### Funds Held in Supreme Court of Ontario

**Location:** Accountant of the Supreme Court of Ontario, 123 Edward Street, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, date of birth, amount held to the credit of infants, mental incompetents, life tenants. **Uses:** Manage capital and income; make appropriate returns of information and taxes to relevant government agencies. **Categories of Users:** Accountant of the Supreme Court, Official Guardian, Public Trustee, legal profession, judiciary. **Categories of Individuals in Bank:** Infants, mental incompetents, life tenants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and title of proceedings. **Access Controls:** Locked cabinets in restricted area. **Retention and Disposal:** 50 years after final payment made, then destroyed. **Official Responsible:** Accountant of the Supreme Court of Ontario, 123 Edward Street, Toronto, Ontario, M5G 1E3, telephone: (416) 965-5596.

### Public Records

Contain court records of the Supreme Court of Ontario, district courts, and provincial courts (Criminal, Family and Civil divisions). Other than those records which have been ordered sealed or restricted by legislation, case files are available to the general public upon application.

### Court Records

**Purpose:** Maintain records relevant to all matters commenced at the various court levels in Ontario. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11; Surrogate Courts Act, R.S.O. 1980, c.491; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, nature of charges laid or the matter in dispute, disposition of the case. **Policies and Practices – Retrievability:** Name of accused/litigant, court date, file number. **Retention and Disposal:** Six months to 40 years, then transferred to archives or destroyed. **Access Procedures:** Individuals requesting to view a specific court record should contact the court office where the matter was commenced. Court offices are located throughout the province. Refer to the blue pages of the public telephone directory for addresses and telephone numbers. There may be a fee for such access.

## Affiliated Agencies

### Advisory Committee of Public Trustee on Investments

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

### Personal Information Banks

None

## Assessment Review Board

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

### Personal Information Banks

Contain information related to hearings of the board which is used to monitor, control and process complaints and compile statistics.

#### Assessment Review Board Hearings (files and system documentation)

**Location:** Regional offices of the Assessment Review Board. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31; Municipal Act, R.S.O. 1980, c.302. **Types of Information Maintained:** Name, address, description of real property, assessment roll number, telephone number, personal opinions. **Uses:** Monitor, control and process complaints reviewed by the Assessment Review Board; produce statistical reports. **Categories of Users:** Administrative staff. **Categories of Individuals in Bank:** Complainants/appellants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Provincial Registrar, 80 Bloor Street West, Suite 705, Toronto, Ontario, M5S 1L9, telephone: (416) 965-7574.

## Board of Negotiation

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

### Personal Information Banks

Contain information on meetings of the board and recommendations for compensation.

#### Board of Negotiation Meetings

**Location:** Board of Negotiation, 439 University Avenue, 18th Floor, Toronto. **Legal Authority:** Expropriation Act, R.S.O. 1980, c.148. **Types of Information Maintained:** Name, address, financial information about land that has been expropriated. **Uses:** Make recommendations for fair compensation; provide a reference source. **Categories of Users:** Chairman and office administrator. **Categories of Individuals in Bank:** Property owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Board of Negotiation file number. **Access Controls:** Locked cabinet. **Retention and Disposal:** Three years, then destroyed.

**Official Responsible:** Office Administrator, Board of Negotiation, 439 University Avenue, Suite 1800, Toronto, Ontario, M5G 1Y8, telephone: (416) 965-2867.

## Criminal Injuries Compensation Board

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

### Personal Information Banks

Contain information on claims for compensation under the Compensation for Victims of Crime Act.

#### Claims for Compensation – One-Time Payments and Pension Payments

**Location:** Registrar, 439 University Avenue, 17th Floor, Toronto. **Legal Authority:** Compensation for Victims of Crime Act, R.S.O. 1980, c.82. **Types of Information Maintained:** Applicant's/victim's name, address, complete details of incident, all documentary evidence submitted. **Uses:** Determine whether or not compensation should be paid. **Categories of Users:** Members and staff of the Criminal Injuries Compensation Board, staff of the Crown Law Office. **Categories of Individuals in Bank:** Applicants for compensation, victims of crime. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years after disposition of case, then destroyed; select files to archives. **Official Responsible:** Registrar, Criminal Injuries Compensation Board, 439 University Avenue, 17th Floor, Toronto, Ontario, M5G 1Y8, telephone: (416) 965-4755.

## Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

### Personal Information Banks

None

## Office of the Public Complaints Commissioner

The office receives, records and investigates complaints from the public about police officers on the Metropolitan Toronto Police Force, and monitors and reviews the completed investigations and the decisions concerning discipline taken by the force. It may recommend changes in police practices and procedures and law. In the public interest, it can order that an independent civilian board of inquiry hold a public hearing into a case.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

### Employment Application Inventory

Also contain information on inquiries and complaints of misconduct under the Metropolitan Toronto Police Force Complaints Act, and decisions of boards of inquiry. Information is used to evaluate the appropriate action to be taken by the Office of the Public Complaints Commissioner.

### Boards of Inquiry Hearings

**Location:** Office of the Registrar, Boards of Inquiry, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Complainant's name, address, telephone number, subject officer, witnesses. **Uses:** Conduct board hearings. **Categories of Users:** Registrar, counsel for Attorney General. **Categories of Individuals in Bank:** Complainants, subject officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant, subject officer. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Administrative and Legal Services, Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Investigation Files

**Location:** Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Name, identifying number, address, telephone number, age, sex. **Uses:** Determine facts and law relevant to the resolution of misconduct complaints. **Categories of Users:** Public Complaints Investigation Bureau of police force, Chief of Police, authorized personnel of Office of the Public Complaints Commissioner. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file number. **Access Controls:** Locked cabinets, locked office, computer password. **Retention and Disposal:** Ten years, then transferred to archives. **Official Responsible:** Director of Administrative and Legal Services, Office of Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Public Complaints – Appeals

**Location:** Office of the Registrar, Boards of Inquiry, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Complainant's name, subject officer. **Uses:** Maintain a record of appeals of decisions of boards of inquiry. **Categories of Users:** Registrar, authorized staff of Office of Public Complaints Commissioner. **Categories of Individuals in Bank:** Complainants, subject officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant, subject officer. **Access Controls:** Locked cabinets.

**Retention and Disposal:** Not determined. **Official Responsible:** Director of Administrative and Legal Services, Office of Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Public Inquiries

**Location:** Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Name, identifying number, address, telephone number. **Uses:** Record and respond to inquiries from the public that do not amount to allegations of misconduct. **Categories of Users:** Authorized staff, Office of the Public Complaints Commissioner. **Categories of Individuals in Bank:** Persons making inquiries. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets, locked office, computer password. **Retention and Disposal:** Five years, then transfer to archives. **Official Responsible:** Director of Administrative and Legal Services, Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

## Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial procedures, and conducting legal research. It submits recommendations for changes in the law to the Attorney General.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

### Employment Application Inventory

## Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation appeals under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

## Personal Information Banks

None

## Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply



with the Statutory Powers Procedure Act and fair and proper administrative procedures.

### **Personal Information Banks**

None

### **Access**

Information and Privacy Coordinator  
Ministry of the Attorney General  
14th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-4836

A public reading room for the review of manuals and other information is open during regular office hours at 18 King Street East, Toronto.

# Cabinet Office

## Head

Premier  
Room 281, Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1941

## Mandate

Cabinet Office provides policy and administrative support for the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario Government. The office performs a coordinating function for the ministries, and comprises the Policy and Priorities Support Group to the Policy and Priorities Board, and the Cabinet committees on Justice, Economic Policy, Social Policy, Legislation, Emergency Planning, Native Affairs, Regulations, Race Relations, and Northern Development. It has the power to strike other committees as required. Cabinet Office provides policy and administrative support and controls the office records for the Minister Responsible for Francophone Affairs. The Cabinet Office also provides policy and administrative support to the Government House Leader's office, and maintains and controls the government records of this office.

## Organization

Cabinet Office comprises three divisions: Cabinet Operations; Policy and Priorities Support Group; and Office of the Associate Secretary of Cabinet for Executive Resources.

## Divisions

### Cabinet Operations

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Responsibilities include administration, overall responsibility for finance and personnel issues, coordination of the administrative functions of the Cabinet committees and ministries, administration of the process and procedures for Orders in Council, regulations, petitions to Cabinet and Cabinet documents, liaison with the Office of the Lieutenant Governor, and response to public correspondence and public inquiries. Cabinet Office also provides support services to the Office of the Premier in areas such as public correspondence and public-sector appointments.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained

by the Ministry of Treasury and Economics on behalf of Cabinet Office.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information concerning appointments to boards and commissions.

### Appointments to Boards and Commissions

**Location:** Lieutenant-Governor-in-Council Appointments, Room 259, Legislative Building, Queen's Park, Toronto.  
**Legal Authority:** Voluntary with consent to use described below. **Types of Information Maintained:** Name, address, resumes, letters of recommendation. **Uses:** Evaluate possible appointees; make and record appointments. **Categories of Users:** Premier, Cabinet ministers, senior staff of Cabinet Office. **Categories of Individuals in Bank:** Potential, current and former appointees to boards and commissions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password; locked cabinet and vaults. **Retention and Disposal:** Not determined. **Official Responsible:** Associate Secretary of Cabinet (Operations), Room 381, Legislative Building, Queen's Park, Toronto, Ontario, M7A 1A1, telephone: (416) 965-9210.

## Policy and Priorities Support Group

The group provides policy advice and administrative support for Cabinet committees; handles policy issues, the annual allocation process, cross-sectoral items, and medium- and long-range planning; and liaises with and provides advice to the Premier, Cabinet committee chairs, and ministries. The group comprises four policy areas: Justice (including Race Relations, Native Affairs and Emergency Planning); Economic Policy (including Northern Development); Social Policy; and a group serving the Policy and Priorities Board.

### Personal Information Banks

None

## Office of the Associate Secretary of Cabinet for Executive Resources

The office provides support to the Premier's Advisory Committee on Executive Resources, the Executive Development Committee, deputy ministers and senior managers. It

is responsible for the development and succession of senior management staff, executive compensation, and corporate organizational effectiveness.

### Personal Information Banks

Contain information concerning public service appointments and unsolicited applications for senior level positions.

### Executive Appointments and Applications

**Location:** Office of the Associate Secretary of Cabinet for Executive Resources, Room 361, Legislative Building, Queen's Park, Toronto. **Legal Authority:** Voluntary with consent to use described below. **Types of Information Maintained:** Names, addresses, resumes, senior personnel inventory, competition board reports and accompanying letters. **Uses:** Evaluate candidates; make and record appointments to senior level positions in the Ontario public service. **Categories of Users:** Premier, senior staff of Cabinet Office. **Categories of Individuals in Bank:** Potential candidates and current appointees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and position title. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Associate Secretary of Cabinet for Executive Resources, Room 361, Legislative Building, Queen's Park, Toronto, Ontario, M7A 1A1, telephone: (416) 965-1974.

## Affiliated Agencies

### Premier's Advisory Committee on Executive Resources

The committee advises the Premier on the appropriate level and structure of compensation for deputy ministers, and on strategies for the effective acquisition, retention and motivation of senior executives in the government; reviews the government's executive-development program; and recommends a compensation schedule for chief executives of agencies, boards and commissions.

### Personal Information Banks

None

### Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.

## Office of the Premier

### Head

Premier  
Room 281, Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1941

### Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario Government and his party.

### Organization

The Office of the Premier comprises: Premier's Personal Office; Office of the Principal Secretary; and Office of the Executive Director.

### Divisions

#### Premier's Personal Office

The office provides support to the Premier in daily scheduling, correspondence, and constituency-related matters.

#### Personal Information Banks

None

#### Office of the Principal Secretary

The office provides policy, legislative, and communications support to the Office of the Premier.

#### Personal Information Banks

None

#### Office of the Executive Director

The office provides administrative support and community liaison services to the Office of the Premier, coordinates public engagements, and appointments to government agencies, boards and commissions made by Orders in Council.

#### Personal Information Banks

None

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## Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.

# Ministry of Citizenship

## Head

Minister of Citizenship  
10th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-0615

## Mandate

This ministry was announced on September 29, 1987. It will retain responsibility for a number of programs formerly administered by the Ministry of Citizenship and Culture. The ministry will also assume responsibility for Race Relations and the Ontario Human Rights Commission.

## Organization

The ministry comprises one division, three branches, and two agencies. Ministry programs are administered and the public served directly by a head office in Toronto, 28 field offices and the agencies. Administrative and operational support services including communications and marketing, and French-language services are provided by the Ministry of Culture and Communications which also maintains the records.

## Divisions

### Multiculturalism and Citizenship Division

Responsible for programs and policies which promote participation in the economic, political and social life of the province and which foster cultural retention and sharing among multicultural communities. Division comprises: Citizenship Development Branch; Policy Services Branch; and Native Community Branch.

### Personal Information Banks

Contain information concerning individuals who make use of Citizenship Development Branch programs.

#### Children Information Records – Ontario Welcome House (OWH) Nursery School

**Location:** Citizenship Development Branch, 1st Floor, 454 University Avenue, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, client number, date of birth, country of origin, mother tongue, medical history, attendance consultations, profile of parents. **Uses:** Administration. **Categories of Users:** OWH nursery school personnel. **Categories of Individuals in Bank:** Children of

immigrants, refugees attending adult language classes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Nursery Services, Citizenship Development Branch, 2nd Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-9923.

#### Nominations For and Recipients of Outstanding Achievement and Volunteer Service Awards

**Location:** Citizenship Development Branch, 5th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, name of organization, record of service. **Uses:** Determine and identify award recipients. **Categories of Users:** Program personnel and public. **Categories of Individuals in Bank:** Volunteers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and organization. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Coordinator, Volunteer Service Awards, Citizenship Development Branch, 5th Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-7505.

#### Ontario Welcome House (OWH) Client Files

**Location:** OWH Settlement Services, 4th Floor, 454 University Avenue, Toronto. Addresses for regional services are listed below. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, sex, marital status, country of origin, copies of landed document papers, children, education, mother tongue, client number. **Uses:** Determine eligibility for benefits and settlement needs of immigrants and refugees. **Categories of Users:** OWH personnel. **Categories of Individuals in Bank:** Immigrants and refugees who are clients of OWH. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Settlement Services, 4th Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-3021. Regional services: 2 King Street West, Hamilton, L8P 1A1, telephone: (416) 521-7569; Downsview Plaza, 1056A Wilson Avenue, Downsview, M3K 1G6, telephone: (416) 633-7180; Confederation Place, 90 Dundas Street West, Mississauga, L5B 2T5, telephone: (416) 848-4680; Brimley Place, 4433 Sheppard Avenue East, Scarborough, M1S 1V3, telephone: (416) 965-9902.

#### Student Information Records, English as a Second Language (ESL) School

**Location:** Citizenship Development Branch, 3rd Floor, 454 University Avenue, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, age, sex, employment, education, occupation in country of origin, immigrant status, medical information, class information. **Uses:** Administration. **Categories of Users:** ESL school personnel. **Categories of Individuals in Bank:** Immigrants and

refugees to Ontario who have attended language classes.  
**Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, ESL School, Citizenship Development Branch, 3rd Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-2365.

## Affiliated Agencies

### Ontario Advisory Council on Multiculturalism and Citizenship

Advises the government of Ontario on those matters within the authority of the government which pertain to multiculturalism and citizenship development.

#### Personal Information Banks

None

### Ontario Human Rights Commission

Administers the Ontario Human Rights Code and formulates policies on all issues affecting human rights in the province. The commission implements programs of compliance, conciliation and race relations with employers, unions, landlords, suppliers of services, goods and facilities, trade or occupational associations and self-governing professions. Conducts public education on the provisions and principles of the code.

#### Personal Information Banks

Contain information related to public communication, commission procedures for dealing with human rights complaints, and cases to date.

#### Race Relations Division Community Case Files

**Location:** Race Relations Division, Human Rights Commission, 400 University Avenue, 11th Floor, Toronto. **Legal Authority:** Human Rights Code 1981, c.53, s.28. **Types of Information Maintained:** Name, address, correspondence between complainant, respondent and commission relating to individual or group complaints as set out in sections 9(a) and 9(c) of the Human Rights Code. **Uses:** Assist in resolving conflict situations; develop public education programs and race-relation policies. **Categories of Users:** Race Relations Division management and administrative staff. **Categories of Individuals in Bank:** Community members involved in alleged race-relations discrimination. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned case number cross-referenced to name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Twenty years, then transferred to archives. **Official Responsible:** Commissioner, Race Relations Division, Human Rights Commission, 400 University Avenue, 11th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1613.

#### Complaint Case Files – Register and Index

**Location:** Human Rights Commission, 400 University Avenue, 12th Floor, Toronto. Also district offices. **Legal Authority:** Human Rights Code 1981, c.53, s.28. **Types of Information Maintained:** Complainants and respondents name and address, section of the code violated, disposition of case. **Uses:** Investigate and resolve individual complaints of alleged violations. **Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Complainants alleging violations of the Human Rights Code. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Assigned file number cross-referenced to complainant's/respondent's name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Manager, Support Services, Human Rights Commission, 400 University Avenue, 12th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6841.

#### Access

Freedom of Information Coordinator  
Ministry of Citizenship  
Library/Resource Centre  
9th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-3012

A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.



# Ministry of Colleges and Universities

## Head

Minister of Colleges and Universities  
13th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 865-8282

## Mandate

The ministry is responsible for the development, coordination and administration of policies relating to the universities, Ryerson Polytechnical Institute, the Ontario College of Art and the colleges of applied arts and technology. It provides capital and operating grants to these institutions and financial assistance to students attending post-secondary institutions.

## Organization

The ministry comprises two major divisions: Universities and Research Support Division and Colleges and Student Support Division. The Corporate Planning and Services, Communications, and Franco-Ontarian Affairs units report to the deputy minister's office. The Ministry of Education provides administration services and legal services are shared with the Ministry of Skills Development.

## Divisions

### Deputy Minister's Office

The following units report to the deputy minister's office: Corporate Planning and Services which provides policy, planning and information support for corporate policy-making and coordinates the provision of financial and administrative services; Communications which advises on communication plans and strategies; and Franco-Ontarian Affairs which advises on policies regarding post-secondary education programs and services in the French language.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained by the Ministry of Education which provides administrative services to the Ministry of Colleges and Universities.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications

Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including matters pertaining to research; acts as liaison with the Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post-secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

### Personal Information Banks

None

## Colleges and Student Support Division

Ensures the efficient and effective delivery of training programs in the colleges of applied arts and technology; is responsible for overall planning and policies for colleges; distributes operating and capital grants to the colleges; regulates private vocational schools; and provides financial assistance to eligible students studying at post-secondary institutions.

### Personal Information Banks

Contain administrative and statistical information on college staff and students, and information used to determine eligibility for a variety of assistance programs.

### Bursary Program for Teachers in French-Language Instructional Units

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, level of teaching, date of issue of Ontario Teaching Certificate or Letter of Standing, name of school, name of principal, name of school board, proposed course and language of instruction, and proof of registration at university. **Uses:** Determine eligibility for financial assistance of teachers taking university credit courses leading to first degree. **Categories of Users:** Staff and management of the Student Awards Branch. **Categories of Individuals in Bank:** Teachers seeking financial assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's

name and/or name of school board. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **College Data System – Staff Positions, Salaries of Administrative Staff Positions, Students**

**Location:** Financial Support Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Staff positions – identification number, citizenship, previous teaching experience, academic or professional qualifications, current job information, collective bargaining and workload information, salaries; students – college, identification number, sex, date of birth, citizenship, visa status, home address, preferred language of instruction, mother tongue, marital status, number of dependants, parents' education level, education, previous institution attended, college area, entrance qualifications, term of attendance, registration (campus, department, program and level), termination data, starting salary after graduation, destination after graduation. **Uses:** Provide aggregate statistical analyses and comparisons of college employees and students. **Categories of Users:** Ministry and college staff, Council of Regents staff, Statistics Canada, other authorized researchers. **Categories of Individuals in Bank:** College employees and students. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Identification number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

#### **College Position Benefits**

**Location:** Staff Relations/Benefits Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Employee name, information and documents on benefit problem, resolution of problem. **Uses:** Record problems concerning benefits to college staff and resolution. **Categories of Users:** Staff Relations/Benefits Section staff. **Categories of Individuals in Bank:** College employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

#### **College Position Employee Information**

**Location:** Staff Relations/Benefits Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, name of college, date of birth, sex, salary, Hay points, Abella category, position title, college employment date, position employment date, record reference number, audit reference number. **Uses:** Determine salary classification for colleges'

administrative staff. **Categories of Users:** Staff Relations/Benefits Section staff. **Categories of Individuals in Bank:** College administrative employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of college, Hay points, Abella category, salary, position title, record reference number, audit reference number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

#### **Fellowships for Studying in French**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, citizenship, residence history, education, other activities (work, travel, etc.), language of instruction, proposed program of study, name of institution, other financial assistance, transcripts. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Staff and management of Student Awards Branch, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for post-secondary studies in French. **Policies and Practices – Storage:** Paper; computer. **Retrievability:** Student's name or file number. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Graduate Scholarship Program**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, education, proposed program of study and name of institution, other scholarships held, transcripts, plan of study, recommendations and ranking provided by university department. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, graduate schools staff, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the graduate level. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario-Quebec Exchange Fellowship Program**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, citizenship, mother tongue, education, intended program of study and

name of institution, language of instruction, other financial assistance, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for graduate level studies at a university in Quebec. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, program name. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Restricted List (grant overpayments and loan defaults)**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, amount of default, reason for restriction, date restriction placed. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students overpaid by student assistance programs or who have defaulted on loan repayments and grant overpayments. **Policies and Practices – Storage:** Microfiche, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Secure floor, locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Special Bursary Plan**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, citizenship, residence history, marital status, income, number of children, education, and work history. **Uses:** Determine eligibility for the Ontario Special Bursary Plan. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance for academic upgrading programs or part-time courses at post-secondary institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Social Insurance Number, name, post-secondary institution. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Student Assistance Program**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Students Loans Plan. **Categories of**

**Users:** Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Social Insurance Number or name. **Access Controls:** Locked records centre. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 963-7191.

#### **Ontario Student Assistance Program – Private Vocational and Out-of-Province Students**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, citizenship, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Student Loan Accounting**

**Location:** Student Awards Branch, 7th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, amount of loans, bank where loan resides. **Uses:** Accounting for loan guarantee, interest payments. **Categories of Users:** Student Awards Branch staff, banks. **Categories of Individuals in Bank:** Students with Ontario Student Loans. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Locked room. **Retention and Disposal:** Nine years, they destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

#### **Ontario Work-Study Plan**

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, student number, address, citizenship, provincial residence, on-campus employment records. **Uses:** Payment for employment. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students seeking part-time employment while attending post-secondary institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, post-secondary institution. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.



## Queen Elizabeth II Scholarship

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Order in Council 4464/59. **Types of Information Maintained:** Name, address, Social Insurance Number, name of university where enrolled, statement by research supervisor on academic progress, certification by university department of completion of theses. **Uses:** Issue scholarship cheques. **Categories of Users:** Student Awards Branch staff and management. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of program or applicant's name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## Revenue Recovery Reassessment (3R) Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Social Insurance Numbers, personal income data from Revenue Canada, Taxation, for applicant, parents, sponsors, spouse. **Uses:** Verify income data supporting applications for need-based assistance. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants, parents, sponsors, spouses. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Applicant's Social Insurance Number. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## Sir John A. Macdonald Graduate Fellowship in Canadian History

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, Social Insurance Number, marital status, date of birth, citizenship, residence history, education, intended program of study, name of institution, resume of projected research, transcripts and confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, head or officer representing the head of candidate's university, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's name or program name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## Summer Language Bursary Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block,

900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, sex, marital status, citizenship, education, employment history, special dietary needs, name, address, telephone number of student's parents, student's evaluation of course. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff, management and staff of accredited summer language bursary institutions. **Categories of Individuals in Bank:** Students seeking financial assistance for second-language immersion courses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Student's name or file number. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Current only, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## Teachers' Summer Bursary Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, name of course and institution, category of teacher, receipts for tuition and accommodation, letter of support from supervisory official and transcripts. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management. **Categories of Individuals in Bank:** Teachers seeking financial assistance for courses taken in French. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## William G. Davis Student Award

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** External trust agreement for the William G. Davis Student Award Fund. Information voluntarily submitted by individuals in bank for uses described below. **Types of Information Maintained:** Name, address, telephone number, sex, education, proposed program of study, name of institution, parents' names, addresses, telephone numbers, employment history with the Ontario government, letter of application, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, trustees of the William G. Davis Student Award Fund, selection committee members. **Categories of Individuals in Bank:** Children of Ontario Crown employees seeking financial assistance for post-secondary studies. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's name, name of program. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7191.

## Affiliated Agencies

### Academic Advisory Committee

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

#### Personal Information Banks

None

### College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (OPSEU).

#### Personal Information Banks

None

### Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations on behalf of colleges regarding collective agreements with academic and support staff; and appoints boards of governors for the colleges.

#### Personal Information Banks

Contain information related to nominations for appointments to boards of governors and biographical material on council members.

#### Boards of Governors – External Nomination Files

**Location:** Council of Regents Office, 7th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience. **Uses:** Determine appointments to colleges' boards of governors. **Categories of Users:** Council members and staff. **Categories of Individuals in Bank:** Nominees to colleges' boards of governors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of college then nominee's name. **Access Controls:** Locked premises. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Council of Regents Executive Assistant, 7th Floor, Room 757, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4234.

#### Council of Regents – Members' Personal Files

**Location:** Council of Regents Office, 7th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Biographical information on council members such as current and past employment, education, contributions to education. **Uses:** Publish information on council members. **Categories of Users:** Council staff. **Categories of Individuals in Bank:** Council members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked premises. **Retention and Disposal:** Not determined. **Official Responsible:** Council of Regents Executive Assistant, 7th Floor, Room 757, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4234.

### Ontario Council on University Affairs

The Council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals and the Ontario Graduate Scholarship Fund. The Council is composed of a full-time chairman and 19 part-time members.

#### Personal Information Banks

None

### Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

#### Personal Information Banks

None

### Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

#### Personal Information Banks

None

### Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.



## Personal Information Banks

None

## University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

## Personal Information Banks

Contain information related to applications for research grants.

## University Research Incentive Fund

**Location:** 9th Floor, Mowat Block, 900 Bay Street, Toronto.  
**Legal Authority:** Orders in Council 124-85, 3170-86. **Types of Information Maintained:** Researcher's name, address, education, employment history, awards, institution, corporate partner, size and nature of corporation, sales volume, research capacity, nature of research proposed and potential economic benefit to Ontario. **Uses:** Make recommendations to the Minister of Colleges and Universities concerning the awarding of grants. **Categories of Users:** Ministry staff and selection committee members. **Categories of Individuals in Bank:** Research project team members. **Policies and Practices – Storage:** Paper. **Retrievability:** Application number, researcher's name, name of institution. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman of Selection Committee/Director, University Relations Branch, 9th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2827.

## Access

Information and Privacy Coordinator  
Corporate Planning and Services  
Ministry of Colleges and Universities  
11th Floor, 790 Bay Street  
Toronto, Ontario  
M5G 1N8  
Telephone: (416) 963-1443

A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

# Ministry of Community and Social Services

## Head

Minister of Community and Social Services  
6th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 1E9  
Telephone: (416) 965-2341

## Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and the physically and developmentally handicapped. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

## Organization

The ministry is organized into five divisions, each headed by an assistant deputy minister. In addition, there are two independent branches reporting to the deputy minister, and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices, and institutional facilities. Refer to the list at the end of this chapter for addresses.

## Divisions

### Community Services Division

The division is responsible for consolidation and coordination of ministry services and programs in the community. Comprises three branches: Children's Services; Elderly Services; and Services for the Disabled.

### Personal Information Banks

Contain information on clients in order to monitor and plan programs, provide information on cost-sharing, and compile statistics.

#### Adoption Case Files and Statistics

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.131(2), s.135(3) and s.136. **Types of Information Maintained:** Child's birth name, place and date of birth, sex, birth registration number, adopted name, birth parents' social and medical history, adoptive parents' names

and address, adoptive parents' homestudy, name of responsible/supervising society/agency, court and judge, legal documents, related correspondence and reports. **Uses:** Verify legal status of child; establish adoption, proof of age; provide data for Adoption Disclosure Register; compile statistics. **Categories of Users:** Adoption Unit and Adoption Disclosure Registry staff. **Categories of Individuals in Bank:** Children placed for adoption privately or by the Children's Aid Society. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** File number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Paper – six months after being microfilmed; microfilm – 100 years, then destroyed. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

#### Adoption Disclosure Register

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.158(3). **Types of Information Maintained:** Adoptee's surname at birth, full adoptive name, current name used, current address and telephone number, place and date of birth, adoptive parents' names, birth parent's name at child's birth, present name and address, place and date of birth, hospital where child was born. **Uses:** Authorized adoption disclosure. **Categories of Users:** Adoption Disclosure staff. **Categories of Individuals in Bank:** Birth parents and adult adoptees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Adoptee's name and birth parent's name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

#### Correspondence – General (Adoption)

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.135(3) and s.136. **Types of Information Maintained:** Name, address of correspondent, correspondence pertaining to international, private and step-parent adoption, adoption disclosure files. May contain application for adoption, homestudy reports, post-adoption service information. **Uses:** Hold information pending further activity on case. **Categories of Users:** Adoption Unit staff. **Categories of Individuals in Bank:** Correspondents on adoption matters. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicants' names. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years after date of last activity, then destroyed. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

#### Crown Ward Administrative Review Files

**Location:** Operational Coordination Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.62(1) and s.53(1). **Types of Information Maintained:** Name, date of birth, sex, Crown wardship date, current placement, reason for Crown wardship, type and suitability of placement, educational progress, medical/dental care, adequacy of program planning, quality of care, administrative review report, related correspondence and

documentation. **Uses:** Assess wardship status; ensure wardship provides the necessary care and services; assess the quality of care provided by the Children's Aid Society (CAS) to Crown wards. **Categories of Users:** Ministry staff responsible for reviews. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** CAS name and Crown ward's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Crown Ward Review, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-2936.

#### **Individual Attendant Care by Order in Council – Applications**

**Location:** Services for the Disabled Branch, 700 Bay Street, Toronto. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, age, medical information, social history, income, documentation supporting employment, related correspondence. **Uses:** Determine eligibility for individual attendant care. **Categories of Users:** Minister, senior management, program supervisors, attendant care planning coordinators. **Categories of Individuals in Bank:** Applicants for individual attendant care. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for the Disabled Branch, 21st Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

#### **Learning Disabled Children – Records**

**Location:** Services for the Disabled Branch, 700 Bay Street, Toronto. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525, s.2, s.7(1) and s.8. **Types of Information Maintained:** Name, file number, address, date of birth, disability, correspondence with parents, services provided, cost of services, psychological and educational assessments, legal agreements with parents, related correspondence and documentation. **Uses:** Record eligibility for funding and authorized expenditures; compile statistical information for planning. **Categories of Users:** Senior management, program consultants, program supervisors, Ministry of Education program consultants. **Categories of Individuals in Bank:** Children receiving financial assistance to attend private education facilities. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for the Disabled Branch, 21st Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

#### **Social Workers Approved to do Home Studies**

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.136(1). **Types of Information Maintained:** Name, address, experience with adoptions, references, letter of approval, related correspondence. **Uses:** Approve or renew contract. **Categories of Users:** Adoption officer. **Categories of Individuals in Bank:** Social workers applying for contracts/approval to do home studies for

adoption. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Children's Services Branch, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-6237.

#### **Sponsoring Families – Unaccompanied Refugee Minors (Southeast Asia)**

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Memorandum of Understanding between Employment and Immigration Canada and the Ministry of Community and Social Services, 1979, pursuant to the Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.3(2). **Types of Information Maintained:** Sponsoring family's name, address, occupation, dates and places of birth of family members, family medical reports, number of siblings, parents' marital status, home study, report to Employment and Immigration Canada, guardianship order, progress, supervision reports, annual monitoring reports from Employment and Immigration Canada, related correspondence. **Uses:** Determine suitability of sponsoring family; monitor placements. **Categories of Users:** Adoption Unit staff, Employment and Immigration Canada social workers. **Categories of Individuals in Bank:** Applicant families, refugee minors to be placed in Ontario through this program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of sponsoring family. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Children's Services Branch, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-6237.

#### **Vocational Rehabilitation Services (VRS) Clients – Psychological Assessments**

**Location:** Services for the Disabled Branch, 700 Bay Street, Toronto. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525, s.2, s.7(1) and s.8. **Types of Information Maintained:** Name, address, date of birth, occupation, education, Wechsler adult intelligence scale, place and date of test(s), examiner, test(s) scores (verbal, performance, full-scale). **Uses:** Evaluate client's psychological progress; aid his/her vocational development. **Categories of Users:** Registered psychologists employed by the ministry and VRS counsellors. **Categories of Individuals in Bank:** Clients referred by VRS counsellors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for the Disabled Branch, 21st Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

#### **Vocational Rehabilitation (VRS) Statistics**

**Location:** Services for the Disabled Branch, 700 Bay Street, Toronto. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525, s.7(1). **Types of Information Maintained:** File number, date of birth, education, employment status, disability category, source of income, category and expenditures for services/goods, status at closure, reason for closure. **Uses:** Prepare annual statistical reports

and ad hoc statistical reports. **Categories of Users:** Program consultants, program supervisors, senior management. **Categories of Individuals in Bank:** VRS clients. **Policies and Practices – Storage:** Computer. **Retrievability:** File number, VRS unit code, and date of closure. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for the Disabled Branch, 21st Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

## Family Services and Income Maintenance Division

The division is responsible for programs to assist families and individuals in financial need, child care (day care) programs, and employment initiatives. Comprises three branches: Income Maintenance; Child Care; and Family Support.

### Personal Information Banks

Contain information on clients in order to monitor and plan programs, provide information on cost-sharing and compile statistics.

#### Employment Opportunity Program Caseload

**Location:** Family Support Branch, 700 Bay Street, Toronto. Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, type of social assistance payment, employment history, education, types of programs enrolled in, barriers to employment. **Uses:** Determine eligibility of client to participate in the program; plan, evaluate and monitor the program. **Categories of Users:** Area and regional office staff, program evaluators, consultants, senior management, Family Support Branch staff. **Categories of Individuals in Bank:** Applicants, participants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and date of birth. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Family Support Branch, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-1818. Also Area Managers in area offices listed at the end of this chapter.

## Finance and Administration Division

The division is responsible for corporate financial, personnel, affirmative action, audit functions, and administrative support for the ministry. Comprises five branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Accounts; Human Resources; and Comprehensive Audit and Review.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on clients and employees.

### Family Benefits – Main Pay List

**Location:** Accounts Branch, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Family Benefits Act (FBA), R.S.O. 1980, c.151, s.7 and s.9. **Types of Information Maintained:** File number, name, address, case classification, OHIP coverage, number of beneficiaries, amount of rent subsidies, amount of cheque and cheque number. **Uses:** Verify payments made; federal audit. **Categories of Users:** Accounts Branch staff, Income Maintenance Operations Division staff. **Categories of Individuals in Bank:** Recipients of family benefits. **Policies and Practices – Storage:** Microfilm. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed subject to federal audit. **Official Responsible:** Director, Accounts Branch, 5th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-2371.

### Special Termination Agreements

**Location:** Human Resources Branch, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Public Service Act, O. Reg. 881/80, s.90. **Types of Information Maintained:** Employee's name, position, salary, special severance allowance, benefits and pension-bridging amounts approved by the Civil Service commissioners, date of earliest actuarially unreduced pension. **Uses:** Make specified payments and provide benefits. **Categories of Users:** Special termination coordinator and senior managers. **Categories of Individuals in Bank:** Recipients of benefits under special termination policy. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, 5th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-7991.

## Information Systems and Applied Technology Division

The division is responsible for technology planning, support and training, information systems development and management, and support for local computer and telecommunications needs. Comprises three branches: Strategic Systems Development; Technology Support; and Program Technology.



## Personal Information Banks

Contain information on the ministry's and funded agencies' clients in various programs.

### Basic Life Skills Scale

**Location:** Technology Support Branch, 880 Bay Street, Toronto. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2(1) and s.10(1) and (2). **Types of Information Maintained:** Client name, scores on basic life skills scale, social functioning, moral awareness, physical status, services currently received. **Uses:** Provide basis to measure resident's progress; develop individual program plans and training programs. **Categories of Users:** Developmental Services staff. **Categories of Individuals in Bank:** Residents at Huronia Regional Centre, Prince Edward Heights, and Southwestern Regional Centre. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to three years, then destroyed. **Official Responsible:** Director, Technology Support Branch, 880 Bay Street, Toronto, Ontario, M7A 2B6, telephone: (416) 965-1622.

### Canada Assistance Plan – Billing

**Location:** Technology Support Branch, 880 Bay Street, Toronto. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.3(2). **Types of Information Maintained:** Resident's name, name of facility, number of days of care in schedule I and II facilities for each fiscal year. **Uses:** Bill Canada Assistance Plan on behalf of developmentally handicapped residents. **Categories of Users:** Developmental Services staff. **Categories of Individuals in Bank:** Residents of facilities for the developmentally handicapped. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Technology Support Branch, 880 Bay Street, Toronto, Ontario, M7A 2B6, telephone: (416) 965-1622.

### Child Advocacy Information System

**Location:** Technology Support Branch, 880 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.8 and s.85. **Types of Information Maintained:** Name code, date of birth, sex, wardship status, placement, admission, transfer and discharge dates, facility name, type of placement and related data. **Uses:** Track children in the children's residential care network; provide regular and ad hoc facility reports to plan and manage cases and resources. **Categories of Users:** Ministry staff responsible for providing children's services. **Categories of Individuals in Bank:** Children in care in residential and non-residential licensed/funded programs (e.g., children's aid societies, young offenders' programs, children's mental health centres). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to three years, then destroyed.

**Official Responsible:** Director, Technology Support Branch, 880 Bay Street, Toronto, Ontario, M7A 2B6, telephone: (416) 965-1622.

### Children's Mental Health Services Information System

**Location:** Technology Support Branch, 880 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.8. **Types of Information Maintained:** Child's casebook number, date of birth, sex, wardship status, home location, admission, transfer, discharge dates, status/disposition on discharge (data collected up to March 31, 1986). **Uses:** Provide aggregate client information to plan children's mental health services. This bank is no longer active; no data input since February 1986. **Categories of Users:** Ministry and agency staff of children's mental health programs. **Categories of Individuals in Bank:** Children in children's mental health centres. **Policies and Practices – Storage:** Computer. **Retrievability:** Child's name and casebook number. **Access Controls:** Computer password. **Retention and Disposal:** Various – up to three years, then destroyed. **Official Responsible:** Director, Technology Support Branch, 880 Bay Street, Toronto, Ontario, M7A 2B6, telephone: (416) 965-1622.

### Facilities for the Developmentally Handicapped – Residential Statistical System

**Location:** Technology Support Branch, 880 Bay Street, Toronto. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Resident's personal identifier, date and reason for admission, clinical assessment, communication and sensory capacities, physical capacities, life skills assessments. **Uses:** Plan resources in communities to meet needs of discharged developmentally handicapped clients; facility operations budgeting and control. **Categories of Users:** Developmental Services staff and policy analysts. **Categories of Individuals in Bank:** Clients of facilities for the developmentally handicapped. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility code and resident's personal identifier. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to 3 years, then destroyed. **Official Responsible:** Director, Technology Support Branch, 880 Bay Street, Toronto, Ontario, M7A 2B6, telephone: (416) 965-1622.

### Income Maintenance Client Information System

**Location:** Network Operations, 7th Floor, 2195 Yonge Street, Toronto. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.7 and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.2 and s.9. **Types of Information Maintained:** Surname, address, telephone number, date of birth, marital status, dependants, income, budgetary expenses, medical codes, employment information, support payment details, Social Insurance Number, OHIP number, case activity. **Uses:** Record eligibility; determine rate of social assistance payments; administer income maintenance programs. **Categories of Users:** Income Maintenance management, caseworkers, municipalities delivering family benefits, general welfare, and work incentive payments. **Categories of Individuals in Bank:** Recipients of family benefits, general welfare, or work incentive payments. **Policies and Practices – Storage:** Paper, computer.



**Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to five years, then destroyed. **Official Responsible:** Manager, Network Operations, 7th Floor, 2195 Yonge Street, Toronto, Ontario, M7A 1G2, telephone: (416) 965-2394.

## Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

## Personal Information Banks

Contain information on the ministry's and funded agencies' clients in order to determine and meet service needs, and monitor and plan programs.

### Adult Individual Support Program – Case Files

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2(2). **Types of Information Maintained:** Name, address, date of birth, sex, medical and psychological data, agency involvement, placement history. **Uses:** Assist in finding resources for developmentally handicapped adults; determine eligibility for funding; provide aggregate information for area offices to plan for improvements in service. **Categories of Users:** Special Services Unit staff, local and area managers. **Categories of Individuals in Bank:** Adults referred by residences, community programs and parents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers of the area offices listed at the end of this chapter.

### Child Abuse Referrals to Children's Aid Societies (CAS)

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.68(2) and (3). **Types of Information Maintained:** Names and addresses of suspected abusers who are family benefits or vocational rehabilitation clients, names of children, description of suspected abuse and related data. **Uses:** Maintain record of referrals concerning suspected child abuse. **Categories of Users:** Field workers in family benefits and vocational rehabilitation programs, income maintenance supervisors. **Categories of Individuals in Bank:** Suspected abusers, children suspected of being abused/neglected. **Policies and Practices – Storage:** Paper. **Retrievability:** Child's and suspected abuser's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

## Child Abuse Register and Case Files

**Location:** Operational Coordination Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.71(5). **Types of Information Maintained:** Child's name, date of birth, parents', alleged abusers' or caretakers' names and addresses, details of incident, date reported to the Children's Aid Society (CAS), name of reporting CAS, follow-up reports, copy of letter sent to alleged abuser, related correspondence, may include ex-pungement hearing information. **Uses:** Record details of alleged cases of child abuse reported by CAS; provide general register check for child abuse investigations; statistical purposes. **Categories of Users:** Branch director, child abuse register staff, program supervisors, CAS staff, researchers with permission. **Categories of Individuals in Bank:** Children who have been abused, individuals suspected of or verified as child abusers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of abused child and name of alleged abuser. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 25 years, then destroyed. **Official Responsible:** Director, Child Abuse Register, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-5556.

## Children with Special Needs and Services

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.7(1)(b). **Types of Information Maintained:** Name, address, date of birth, sex, medical and psychological data and reports, parents' names and address, agreements between parents and the agency/ministry, related correspondence/data. **Uses:** Determine eligibility for funding; record details of special needs and services provided to clients; maintain record of progress. **Categories of Users:** Program manager and special needs agreement officers and staff. **Categories of Individuals in Bank:** Children referred by residential programs and by parents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

## Children's Mental Health Centre – Case Files

**Location:** Thistletown Regional Centre, 51 Panorama Court, Rexdale. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, s.29(1); Child and Family Services Act, S.O. 1984, c.55, s.7(1) and s.162(b). **Types of Information Maintained:** Child's name, address, date of birth, sex, legal status, admission and discharge summaries, medical information (physician's orders, psychiatric reports, laboratory reports, nursing notes), psychological, social work, speech, and education consultations, progress notes, incident reports and related data including name and address of parent/guardian. **Uses:** Plan, monitor, and evaluate care and treatment provided to clients and families; statistical and research purposes. **Categories of Users:** Program specialists, outside social-service providers with the signed consent of the client or legal next-of-kin. **Categories of Individuals in Bank:** Individuals/families accepted for assessment/treatment in programs operated by the centre.

**Policies and Practices – Storage:** Paper, audiotapes, videotapes. **Retrievability:** Client's/family's name and casebook number. **Access Controls:** Locked cabinets/rooms. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives. **Official Responsible:** Centre Director, Thistletown Regional Centre, 51 Panorama Court, Rexdale, Ontario, M9V 4L8, telephone: (416) 741-1210.

#### **Children's Psychiatric Research Institute (CPRI) – Case Files**

**Location:** Children's Psychiatric Research Institute (CPRI), P.O. Box 2460, London. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.7(1) and s.29(1). **Types of Information Maintained:** Name and casebook number, date of birth, sex, name and address of parent/guardian, family physician, referring agent, test scores, behaviour scales, individual treatment and program plans, admission and discharge summaries, medical information (physician's orders, laboratory reports, nursing notes, psychiatric reports), trust account records, related correspondence and data. **Uses:** Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes. **Categories of Users:** Program specialists, senior administration staff. **Categories of Individuals in Bank:** Registered out-patients, day-treatment, and residential clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and casebook number. **Access Controls:** Locked cabinets/rooms, computer password. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives. **Official Responsible:** Facility Administrator, P.O. Box 2460, London, Ontario, N6A 4G6, telephone: (519) 471-2540.

#### **Children's Residential Survey (1984-85) – Peterborough**

**Location:** Southeast Regional Office, 330 Alfred Street, Kingston. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.210(1). (This information was collected under the Children's Residential Services Act, O. Reg. 936/80, s.49, which has been repealed). **Types of Information Maintained:** Name, age, sex, name of residential placement, primary problems, support services utilized, length of stay, anticipated discharge date, placing agency, discharge location. **Uses:** Rationalization of intra-regional service delivery through group home programs. **Categories of Users:** Community Service managers, planning officers, program supervisors. **Categories of Individuals in Bank:** Children in group homes in Peterborough area. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Regional Director, Southeast Regional Office, 330 Alfred Street, Kingston, Ontario, K7L 3S5, telephone: (613) 547-2214.

#### **Crown Wards Files – Aftercare**

**Location:** Probation and Aftercare Offices located throughout the province. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Young Offenders' Implementation Act, S.O. 1984, c.19, s.12(2). **Types of Information Maintained:** Name, date of birth, physical characteristics, data on parents, address, guardianship status, education, employment, youth court record, religion,

language, court orders, Children Aid Society reports, police information, record of supervision, financial assistance, placement reports, discharge summaries, related correspondence and data. **Uses:** Provide aftercare supervision services to Crown wards. **Categories of Users:** Probation supervisors and officers. **Categories of Individuals in Bank:** Crown wards where an order was made under the Juvenile Delinquents Act and/or the Training Schools Act (i.e., prior to April 1, 1984). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date of birth, wardship file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after termination of wardship, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### **Crown Ward Files/Records**

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.53. **Types of Information Maintained:** Name, place and date of birth, sex, medical history of child and parents, social history of parents and grandparents, Crown wardship order, court documents, plan and review of care, placement history, discharge plans, where child was placed for adoption; registration of placement, report on the adjustment of child in home, consent to adopt, termination of access order, adoption breakdown data (where applicable). **Uses:** Monitor care of Crown wards; notify area managers about Crown ward hearings. **Categories of Users:** Program supervisors, area managers. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until wardship terminated, then microfilmed and retained for 100 years. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

#### **Delinquency Prevention And Diversion Files**

**Location:** North Bay and Timmins local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, address, age, school reports, progress reports, data on parents, police information, record of supervision, case notes and related data. **Uses:** Monitor attendance; ensure no further charges are laid; liaison with community services. **Categories of Users:** Probation officer. **Categories of Individuals in Bank:** Juveniles having difficulties with the law and placed in a diversion program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Area Manager, North Bay Area Office, Suite 406, 222 McIntyre Street West, North Bay, Ontario, P9B 2Y8, telephone: (705) 474-4452.

#### **Developmentally Handicapped – Database System for Service Planning (York and Simcoe)**

**Location:** Barrie Area Office, 34 Simcoe Street, Barrie. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Client numeric code, year of birth, sex, marital status, language, municipality, type of disability, agency code, demographic

information, residential program or situation, day program and support services. **Uses:** Assist area office, facilities, and community agencies providing services to the developmentally handicapped; plan for service development.

**Categories of Users:** Barrie Area Office and facility staff, community agencies and planning groups involved in client service. **Categories of Individuals in Bank:** Clients referred or presently receiving services at Barrie Area Office facilities or community agencies. **Policies and Practices – Storage:** Computer. **Retrievability:** Client number, agency code, municipality code, disability code, or year of birth. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Area Manager, Barrie Area Office, P.O. Box 910, 34 Simcoe Street, Barrie, Ontario, L4M 1A1, telephone: (705) 737-1311.

### Facilities for the Developmentally Handicapped – Case Files

**Location:** Facilities for the developmentally handicapped. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Name, date of birth, sex, social history, admission and discharge summaries, medical treatment, education, individual program planning information. **Uses:** Plan, monitor and evaluate care and treatment provided to clients/families; statistical and research purposes. **Categories of Users:** Facility staff, placement coordinator, private agencies involved in care and treatment of the clients/families. **Categories of Individuals in Bank:** Current and former clients (individuals or families). **Policies and Practices – Storage:** Paper, audiotapes, videotapes, computer. **Retrievability:** Name and casebook number. **Access Controls:** Locked cabinets/rooms. **Retention and Disposal:** 20 years after 18th birthday or date of last activity, whichever is longer, then transferred to archives. **Official Responsible:** Facility Administrator in facilities for the developmentally handicapped listed at the end of this chapter.

### Facilities for the Developmentally Handicapped – Profile of Residents in North Region

**Location:** North Regional Office, 473 Queen Street, Sault Ste. Marie. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Name, age, location, disability, severity of mental disorder, contacts with family, length of stay in facility, discharge plans. **Uses:** Plan community-based residential programs. **Categories of Users:** Regional director, program supervisors, financial and planning staff, area/district managers. **Categories of Individuals in Bank:** Residents in Muskoka Centre, Timiskaming Resource Centre, Westmount-Hogarth Centre, and North Regional Centre. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and program code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, North Regional Office, 473 Queen Street, Sault Ste. Marie, Ontario, P6A 1Z5, telephone: (705) 949-8052.

### Family Benefits And General Welfare Case Files

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Family Benefits

Act, R.S.O. 1980, c.151, s.7, s.9, and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.2 and s.9. **Types of Information Maintained:** Name, address, case profile of financial, employment, social data, related correspondence. **Uses:** Assess eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; federal audit. **Categories of Users:** Income Maintenance Unit staff, ministry policy and planning staff, Health and Welfare Canada cost-sharing program staff. **Categories of Individuals in Bank:** Applicants for and recipients of family benefits, general welfare assistance, and handicapped children's benefits. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets/rooms, computer password. **Retention and Disposal:** Seven years after case closed, then destroyed subject to federal audit; select files to archives. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

### Legal Aid Files

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Legal Aid Act, R.S.O. 1980, c.234, s.16(2) and (3). **Types of Information Maintained:** Name, Social Insurance Number, date of birth, legal aid assistance application, statement of personal and financial data, consent to inspect assets, monthly living expenses, reasons for application, eligibility decision, related correspondence. **Uses:** Determine eligibility for legal aid. **Categories of Users:** Legal aid assessment officer. **Categories of Individuals in Bank:** Individuals requesting financial assistance to retain a solicitor. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

### Monthly Foster Homes Report And Summary

**Location:** Probation and Aftercare Offices located throughout the province. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.7 and s.88. **Types of Information Maintained:** Name, court file number, placement name and address, number of days in care, cost per day, total monthly cost, amount of payment. **Uses:** Make monthly payments to foster and group homes. **Categories of Users:** Probation supervisor, financial officer. **Categories of Individuals in Bank:** Young persons on probation, in custody or ward placements funded by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Narcotic and Controlled-Drug Records

**Location:** Facilities for the developmentally handicapped, children's mental health centres, Children's Psychiatric Research Institution, and secure custody facilities. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Narcotic Control Act, S.C. 1985, c.N-1, s.63. **Types of Information Maintained:** Name of drug, amount prescribed, date filled, client's name, original prescription number. **Uses:** Monitor and verify use of controlled drugs;



record each transaction; maintain an inventory of drug stock. **Categories of Users:** Facility/centre pharmacists, narcotics control inspector (Health and Welfare, Canada). **Categories of Individuals in Bank:** Facility/centre clients prescribed controlled drugs. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name, drug name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Facility/centre Administrator, or Director or Superintendent in directly operated facilities listed at the end of this chapter.

### Overpayment Recovery and Follow-Up System

**Location:** Family Benefits Administration Unit, 2195 Yonge Street, Toronto. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.17. **Types of Information Maintained:** Name, file number, date of birth, Social Insurance Number, address, type of overpayment recovery, trustee's name and address, collectable monthly installment type and amount, uncollectable type and amount. **Uses:** Maintain information on overpayments; recover overpayments. **Categories of Users:** Income Maintenance support staff. **Categories of Individuals in Bank:** Clients no longer receiving financial assistance under income maintenance programs and to whom overpayments have been made. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various, but not less than 7 years, subject to federal audit. **Official Responsible:** Director, Operational Coordination Branch, 6th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-4765.

### Parental Support Case Files

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.7 and s.8. **Types of Information Maintained:** Client's name, address, date of birth, sex, names of dependent children, spouse's/putative father's name, address, age, employment, financial information, marital status, details of court orders/agreements for support. **Uses:** Procure support payments for family benefits recipients. **Categories of Users:** Parental support workers, income maintenance supervisor. **Categories of Individuals in Bank:** Applicants for and recipients of family benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Recipient's or putative father's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Senior Citizens Home-Support Survey

**Location:** Southeast Regional Office, 336 Alfred Street, Kingston. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6 and s.8. **Types of Information Maintained:** Name, address, telephone number, age, sex, country of origin, living arrangements, income, income satisfaction, social service(s) used, number of family members living nearby. **Uses:** Research use of home-support services for seniors and planning purposes. **Categories of Users:** Regional planning manager, planning officers. **Categories of Individuals in Bank:** Persons over

age 65 currently using home-support services funded by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Regional Director, Southeast Regional Office, 336 Alfred Street, Kingston, Ontario, K7L 3S5, telephone: (613) 547-2214.

### Serious Occurrences Records/Reports

**Location:** Regional and area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, date of birth, type of serious occurrence, date, time, place and details of occurrence, action taken, current situation, person(s) notified, further actions proposed, related data. **Uses:** Document and ensure appropriate action on serious occurrences. **Categories of Users:** Regional director, Investigation Unit staff, program supervisors, agency staff. **Categories of Individuals in Bank:** Clients involved in serious occurrences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Directors and Area Managers in the offices listed at the end of this chapter.

### Social Services Employment Opportunities Information System

**Location:** Regional offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, program of employment, place of employment, annual/fiscal salary cost. **Uses:** Monitor program. **Categories of Users:** Program managers. **Categories of Individuals in Bank:** Job placement program clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and program code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Directors in the regional offices listed at the end of this chapter.

### Special Services at Home – Program Data

**Location:** Central Regional Office, 2195 Yonge Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.7(1)(b). **Types of Information Maintained:** Name, date of birth, sex, disability, services requested, approved and cost of services. **Uses:** Plan and monitor program. **Categories of Users:** Program supervisors, planning officers. **Categories of Individuals in Bank:** Recipients of special services through the Barrie and Mississauga area offices. **Policies and Practices – Storage:** Computer. **Retrievability:** Date of birth, name and services approved. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, Central Region, 10th Floor, 2195 Yonge Street, Toronto, Ontario, M7A 1G2, telephone: (416) 963-1010.

### Summer Employment Experience (SEE) Program

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of

Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Parents' eligibility for family benefits and general welfare assistance, student information, employment termination records containing student's name, address, telephone number, date of birth, salary information, reasons for employment termination. **Uses:** Determine student's eligibility; calculate salary grants; compile statistics. **Categories of Users:** Employment liaison officer, employers, youth employment centre counsellors, and Employment Opportunity Project staff. **Categories of Individuals in Bank:** Dependents of parents receiving general welfare assistance or family benefits, students receiving assistance, wards of the Children's Aid Society, the Catholic Children's Aid Society, or Jewish Family and Child Services. **Policies and Practices – Storage:** Paper. **Retrievability:** Student's name, employer's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### Unusually Difficult Service Situation Case Files

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.7(1)(b). **Types of Information Maintained:** Name, address, date of birth, sex, medical, psychiatric, psychological and child welfare information, data on parents, placement history. **Uses:** Find resources for child; determine eligibility for funding; compile information to plan for service needs. **Categories of Users:** Program supervisors, financial and planning staff. **Categories of Individuals in Bank:** Children with unique or difficult service situations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### Vocational Rehabilitation Services (VRS) Case Files

**Location:** Provincial Coordinator, Vocational Rehabilitation, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto. Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525, s.2, s.7(1) and s.8. **Types of Information Maintained:** Name, address, age, Social Insurance Number, record of approval number, family status, education, medical, psychiatric, psychological and employment history, correspondence and reports concerning client services purchased by the ministry. **Uses:** Determine client's needs and progress towards rehabilitation; record services provided for future review and approval for federal cost-sharing programs. **Categories of Users:** VRS provincial coordinator and staff, area managers, Health and Welfare Canada cost-sharing program staff. **Categories of Individuals in Bank:** Applicants for and recipients of vocational rehabilitation services. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets/rooms. **Retention and Disposal:** Six years after case closed, then destroyed; select files to archives. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### Volunteer Program – Personnel Files

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. Probation and Aftercare Offices located throughout the province. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, address, telephone number, age, sex, marital or family status, references, police check, performance appraisals, assignment agreements and related documentation. **Uses:** Establish a volunteer program for juveniles; monitor volunteers' progress and effectiveness. **Categories of Users:** Probation officers and supervisors, coordinators of volunteer programs. **Categories of Individuals in Bank:** Accredited volunteers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after termination as volunteer, then destroyed; select files to archives. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### Young Offenders' Case Files

**Location:** Custody facilities, observation and detention facilities, area offices. Refer to the list at the end of this chapter for addresses. Probation and Aftercare Offices throughout the province. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.43; Child and Family Services Act, S.O. 1984, c.55, s.85(1), (2), (3) and (4). **Types of Information Maintained:** Name, date of birth, data on parents, guardianship status, education, medical and behavioural information, financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. **Uses:** Provide case management information; administer disposition; determine crime-free period. **Categories of Users:** Probation officers, custody facility staff, program supervisors, and Ministry of Correctional Services program staff. **Categories of Individuals in Bank:** Young offenders and youths awaiting court appearance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** After a two-year crime-free period for summary convictions and a five-year crime-free period for indictable offences, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Communications Group

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audio-visual materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

#### Personal Information Banks

None



## Legal Services Branch

The branch provides legal services to the minister, deputy minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

### Personal Information Banks

None

## Strategic Planning And Intergovernmental Relations Group

The branch provides coordination and impetus to the strategic planning process in the ministry; ensures that strategic direction is communicated and strategic plans are developed; carries out research and program evaluation for the ministry; and reviews cost-sharing and other inter-governmental arrangements to ensure that these are conducive to the appropriate provision of services.

### Personal Information Banks

None

## Affiliated Agencies

### Child and Family Services Review Board

The board hears appeals of decisions made under the Child and Family Services Act and the Day Nurseries Act, including recommendations concerning licensing, adoption placements, placement recommendations made by Residential Placement Advisory Committees, and decisions concerning access to confidential records.

### Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

### Placement Review Files

**Location:** Children's Services Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.36. **Types of Information Maintained:** Name, address, residential placement, reason for appeal, notice of hearing, related correspondence and reports, board's decision. **Uses:** Review requests; make recommendations. **Categories of Users:** Board members, staff involved with placements. **Categories of Individuals in Bank:** Children on whose behalf an appeal is made. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chair-

man, Children's Services Review Board, 700 Bay Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-4881.

## Custody Review Board

The board reviews placements and may hold hearings at the request of young persons in custody. The board has assumed the functions of the Training Schools Advisory Board and operates jointly with the Ministry of Correctional Services. Board members are appointed by Order in Council.

### Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

### Custody Review Files

**Location:** Custody Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.93. **Types of Information Maintained:** Name, date of birth, current placement, type of custody to be reviewed, reasons for request, notice of hearing, related correspondence, board's recommendations. **Uses:** Review requests; make recommendations. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Young offenders applying to the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M7A 1E6, telephone: (416) 965-4368.

### Secure Treatment Admissions

**Location:** Custody Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.109(1). **Types of Information Maintained:** Name, address, relationship to child, child's name, address, date of birth, name of secure treatment unit applied for, consent of unit's director, supporting data/evidence, reports on hearings, tapes of hearings, board's recommendations, progress reports. **Uses:** Monitor admissions to secure treatment facilities. **Categories of Users:** Secure Treatment Admissions Committee and unit staff. **Categories of Individuals in Bank:** Young persons for whom secure treatment admission has been requested. **Policies and Practices – Storage:** Paper, audiotapes. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M7A 1E6, telephone: (416) 965-4368.

### Wards – Training Schools Advisory Board

**Location:** Training Schools Advisory Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Young Offenders' Implementation Act, S.O. 1984, c.19, s.12(2). **Types of Information Maintained:** Legal documents, reports and

correspondence regarding the ward's background, past, present or proposed residences, progress and future plans. **Uses:** Review and determine wards placement plans; make recommendations regarding wardship. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Juveniles committed to training schools prior to April 2, 1984. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and institution file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after termination of wardship, then destroyed; select files to archives. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M7A 1E6, telephone: (416) 965-4368.

## Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view. Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

## Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. On completion of the boards review, applications for review and related recommendations are forwarded to the appropriate office for retention in the appropriate case files.

## Social Assistance Review Board (SARB)

The board rules on clients' appeals to eligibility decisions made by provincial and municipal governments concerning family benefits assistance, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

## Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

## Social Assistance Appeal Case Files

**Location:** Social Assistance Review Board Unit, Macdonald Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.11. **Types of Information Maintained:** Notice of request for hearing, applicant's name, address, reason(s) for request, board's written notice of decision, application for reconsideration of the decision, related documentation. **Uses:** Conduct an appeal; issue notice of decision; prepare for divisional court appeals; compile annual statistical reports. **Categories of Users:** Board members and staff. **Categories of Individuals in Bank:** Applicants for social

assistance review hearings. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Original decisions – six years after case closed, then transferred to archives; case files – four years after case closed, then destroyed. **Official Responsible:** Chairman, Social Assistance Review Board, M1-56, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-1096.

## Soldiers' Aid Commission of Ontario

The commission provides emergency assistance to eligible war veterans and their dependants, and administers trust funds from bequests.

## Personal Information Banks

Contain information on cases brought before the commission.

## Soldiers' Aid Commission Grant List

**Location:** Soldiers' Aid Commission, 2nd Floor, 700 Bay Street, Toronto. **Legal Authority:** Soldiers' Aid Commission Act, R.S.O. 1980, c.377, s.6 and s.9. **Types of Information Maintained:** Veteran's name, address, service information, family size, financial data, amount of grant paid to veteran or dependant(s). **Uses:** Establish eligibility for grants. **Categories of Users:** Soldiers' Aid commissioners. **Categories of Individuals in Bank:** Grant recipients. **Policies and Practices – Storage:** Paper. **Retrievability:** Veteran's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Chairman, Soldiers' Aid Commission, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-4891.

## Access

Freedom of Information Coordinator  
Finance and Administration Division  
6th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 1E9  
Telephone: (416) 965-4914

A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

## Regional Offices – Contact the Regional Director

Central Regional Office  
10th Floor, 2195 Yonge Street  
Toronto, Ontario  
M7A 1G2  
Telephone: (416) 963-1010

North Regional Office  
2nd Floor, 473 Queen Street East  
Sault Ste Marie, Ontario  
P6A 1Z5  
Telephone: (705) 949-8052

Southeast Regional Office  
336 Alfred Street  
Kingston, Ontario  
K7L 3S5  
Telephone: (613) 548-6761

Southwest Regional Office  
5th Floor, 195 Dufferin Avenue  
London, Ontario  
N6A 1K7  
Telephone: (519) 438-8344

## **Area Offices – Contact the Area Manager**

Barrie Area Office  
P.O. Box 910, 34 Simcoe Street  
Barrie, Ontario  
L4M 1A1  
Telephone: (705) 737-1311

Hamilton Area Office  
P.O. Box 2112  
6th Floor, 119 King Street West  
Hamilton, Ontario  
L8N 3Z9  
Telephone: (416) 521-7290

Kingston Area Office  
Suite 103, 1055 Princess Street  
Kingston, Ontario  
K7L 5T3  
Telephone: (613) 545-0539

London Area Office  
6th Floor, 495 Richmond Street  
London, Ontario  
N6A 5A9  
Telephone: (519) 438-5111

Mississauga Area Office  
2nd Floor, 90 Dundas Street West  
Mississauga, Ontario  
L5B 2T5  
Telephone: (416) 276-7670

North Bay Area Office  
Suite 406, 222 McIntyre Street West  
North Bay, Ontario  
P1B 2Y8  
Telephone: (705) 474-4452

Ottawa Area Office  
7th Floor, 10 Rideau Street  
Ottawa, Ontario  
K1N 9J1  
Telephone: (613) 234-1188

Peterborough Area Office  
60 Hunter Street East  
Peterborough, Ontario  
K9H 1G5  
Telephone: (705) 743-1624

Sudbury Area Office  
Suite 1  
8th Floor, 111 Larch Street  
Sudbury, Ontario  
P3E 4T5  
Telephone: (705) 675-4515

Thunder Bay Area Office  
3rd Floor, 710 Victoria Avenue  
Thunder Bay, Ontario  
P7C 5P7  
Telephone: (807) 475-1345

Toronto Area Office  
9th Floor,  
2195 Yonge Street  
Toronto, Ontario  
M7A 1G1  
Telephone: (416) 965-1433

Waterloo Area Office  
5th Floor, Waterloo Square  
75 King Street South  
Waterloo, Ontario  
N2J 1P2  
Telephone: (519) 886-4700

Windsor Area Office  
1st Floor, Ontario Government Building  
250 Windsor Avenue  
Windsor, Ontario  
N9A 6V9  
Telephone: (519) 254-1651

## **Directly Operated Facilities**

**Regional Centre for Children and Adolescents – Contact the Administrator**

Thistletown Regional Centre  
51 Panorama Court  
Rexdale, Ontario  
M9V 4L8  
Telephone: (416) 741-1210

Syl Apps Campus  
P.O. Box 356, 475 Iroquois Shore Road  
Oakville, Ontario  
L6J 5E8  
Telephone: (416) 844-4110

Rexdale Campus  
51 Panorama Court  
Rexdale, Ontario  
M9V 4L8  
Telephone: (416) 741-1210

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**Facilities for the Developmentally Handicapped –**

Contact the Administrator

Southwestern Regional Centre  
P.O. Box 1000  
Blenheim, Ontario  
N0P 1A0  
Telephone: (519) 676-5431

D'Arcy Place  
P.O. Box 2001, 700 D'Arcy Street  
Cobourg, Ontario  
K9A 4L5  
Telephone: (416) 372-3341

Adult Occupational Centre – Edgar  
P.O. Box 12000  
Barrie, Ontario  
L4M 4W3  
Telephone: (705) 728-6910

Muskoka Centre  
P.O. Box 280, Muskoka Road  
Gravenhurst, Ontario  
P0C 1G0  
Telephone: (705) 687-2201

Children's Psychiatric Research Centre  
P.O. Box 2460  
London, Ontario  
N6A 4G6  
Telephone: (519) 471-2540

Huronian Regional Centre  
P.O. Box 1000  
Orillia, Ontario  
L6V 6L2  
Telephone: (705) 326-7361

Midwestern Regional Centre  
P.O. Box 400  
Palmerston, Ontario  
N0G 2P0  
Telephone: (519) 343-2015

Prince Edward Heights  
P.O. Box 440  
Picton, Ontario  
K0K 2T0  
Telephone: (613) 476-2104

Rideau Regional Centre  
P.O. Box 2000  
Smith Falls, Ontario  
K7A 4T7  
Telephone: (613) 283-5533

Northwestern Regional Centre  
P.O. Box 3270  
580 North Algoma Street  
Thunder Bay, Ontario  
P7B 5J8  
Telephone: (807) 345-0576

Oxford Regional Centre  
P.O. Box 310  
Highway #59 North  
Woodstock, Ontario  
N4S 7X9  
Telephone: (519) 539-1251

# Ministry of Consumer and Commercial Relations

## Head

Minister of Consumer and Commercial Relations  
9th Floor, 555 Yonge Street  
Toronto, Ontario  
M7A 2H6  
Telephone: (416) 963-0311

## Mandate

The purpose of the ministry is to inform, serve and protect the public, participants, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration and inspection and is involved in consumer education and protection.

## Organization

Head office is in Toronto. The ministry comprises five divisions: Business Practices; Information Technology; Registration; Support Services; and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Ontario Film Review Board; Commercial Registration Appeal Tribunal; Liquor Licence Board of Ontario; Ontario Racing Commission; and the Operating Engineers Board of Review.

## Divisions

### Office of the Deputy Minister

Provides staff support to the deputy minister and includes the Legal Services Branch which provides legal services to the ministry.

### Personal Information Banks

None

### Policy and Planning Branch

Provides advice and analysis on policy development, strategic planning, economic analysis, research and emerging environmental trends. It also administers the ministry's Food Price Monitoring Program.

### Personal Information Banks

None

## Business Practices Division

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section, three branches and several registration sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

### Personal Information Banks

Contain information on individuals and businesses applying for or maintaining registration under various Acts, Ontario cemeteries, condominium corporate structures, projectionists, film and videotape distributors and retailers, projection equipment and theatres, and consumer correspondence and complaints.

### Athletics Control Act – Licences

**Location:** Athletic Commissioner's Office, 555 Yonge Street, Toronto. **Legal Authority:** Athletics Control Act, R.S.O. 1980, c.34, s.13. **Types of Information Maintained:** Name, address, date of birth, citizenship, physical description, photographs, marital status, police record, employer, boxer's fight record, number of shows promoted by each promoter, income, revenue, officials' fees, general correspondence, letters of complaint, contracts, copies of cheques, recent medical information on boxers and kickboxers. **Uses:** Determine suitability of applicant to hold a licence; determine whether or not licence is in good standing; ensure licensee operates in accordance with act; investigation purposes. **Categories of Users:** Commissioner's staff. **Categories of Individuals in Bank:** Individuals and companies applying for licences (e.g., professional boxer, wrestler, kickboxer, manager, promoter, second, referee, official). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, corporate name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Ontario Athletics Commissioner, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0844.

### Bailiffs' Appointments

**Location:** Bailiffs Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Bailiffs Act, R.S.O. 1980, c.37, s.9. **Types of Information Maintained:** Name, address, date of birth, employment history, financial information, criminal convictions, business involvement, citizenship, qualifications, sponsor, complaints, credit information, judgements, inspections. **Uses:** Record appointments; ensure fitness for registration. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals or corporations appointed under act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, corporate name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Registrar, Bailiffs Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0366.



## Cemeteries Act – Records

**Location:** Cemeteries Act Regulation Office, 101 Bloor Street West, Toronto. **Legal Authority:** Cemeteries Act, R.S.O. 1980, c.59, s.2. **Types of Information Maintained:** Name, address, trust fund statements, building and/or plot plans of known cemeteries in Ontario, cemetery complaints, tariff rate filings, rules and regulations, deeds or certificates of sale, applications for new establishments, closures and inspection reports. **Uses:** Ensure compliance under the act; investigation purposes. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Cemetery officials, complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** County number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eighteen years, then transferred to archives. **Official Responsible:** Manager, Cemeteries Branch, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0511.

## Commercial Registration, Enquiry, Data and Information Tracking System (CREDITS) Computer System

**Location:** Business Regulation Branch, 555 Yonge Street, Toronto. **Legal Authority:** Thirty-three licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions provide authority for this bank. For specific information about the legal authority for particular collections refer requests to Official Responsible. **Types of Information Maintained:** Name, address, date of birth, employment, financial history, criminal offences, principal shareholders, directors, officers, business involvement, citizenship, qualifications, education and sponsor, administrative actions (proposals, registrar cease and desist orders). **Uses:** Determine fitness for registration under appropriate act; investigation purposes under above statutes. **Categories of Users:** Business Practices Division staff, Ministry of Financial Institutions, Ontario Securities Commission. **Categories of Individuals in Bank:** Businesses, officers, directors, shareholders and employees in itinerant sales, consumer reporting and collection agencies, motor-vehicle dealerships, real estate and business brokerages, travel agencies and travel wholesaling, insurance (agents, adjusters), investment contract sales; individuals and companies seeking registration; non-registrants; user staff. **Policies and Practices – Storage:** Microfiche, computer. **Retrievability:** Name, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Consumer Protection Division, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0356.

## Complaints – Investigation Records

**Location:** Consumer Services Branch, 555 Yonge Street, Toronto. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5; Collection Agencies Act, R.S.O. 1980, c.73; as amended S.O. 1983, c.32, s.3; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2; Criminal Code, R.S.C. 1970, c.C-34, s.25; Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Types of Information Maintained:** Name, current and

former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. **Uses:** Investigation and prosecution purposes; determine fitness for registration. **Categories of Users:** Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General, and the Solicitor General, law enforcement agencies of the federal and other provincial governments. **Categories of Individuals in Bank:** Individuals and corporations subject to investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, company name, registration number, control number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Consumer Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0302.

## Condominium Records

**Location:** Collection Agencies Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Condominium Act, R.S.O. 1980, c.84. **Types of Information Maintained:** Name and address. **Uses:** Assist condominium corporations and prospective purchasers. **Categories of Users:** Lawyers acting on behalf of prospective purchasers, ministry staff. **Categories of Individuals in Bank:** Officers and directors of condominium developments (corporations). **Policies and Practices – Storage:** Paper. **Retrievability:** Condominium corporation number, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Collection Agencies Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0366.

## Consumer Services Branch – Complaints

**Location:** Consumer Services Branch, 555 Yonge Street, Toronto, Ontario; Regional Consumer Services Bureaus in Hamilton, London, Windsor, Peterborough, Sudbury, Thunder Bay and Ottawa. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Ministry of Consumer and Commercial Relations Act, R.S.O. 1980, c.274; as amended, S.O. 1981, c.57 and S.O. 1984, c.5; Bailiffs Act, R.S.O. 1980, c.37; Business Practices Act, R.S.O. 1980, c.55; Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32; Condominium Act, R.S.O. 1980, c.84; Consumer Protection Bureau Act, R.S.O. 1980, c.88; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89; Discriminatory Business Practices Act, R.S.O. 1980, c.119, s.7(4); Mortgage Brokers Act, R.S.O. 1980, c.295; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31; Real Estate and Business Brokers Act, R.S.O. 1980, c.431; Paperback and Periodical Distributors Act, R.S.O. 1980, c.366; Residential Complex Sales Representation Act, S.O. 1983, c.67; Travel Industry Act, R.S.O. 1980, c.509. **Types of Information Maintained:** Name, address and telephone number of complainants and person/company against whom complaint is made, complaint information, notes and correspondence. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals filing complaints with the Toronto Consumer Protection Bureau and companies/vendors of goods and services.

**Policies and Practices – Storage:** Paper, microimages. **Retrievability:** Complaint file number, consumer's name, company name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Up to 100 years, then destroyed; select files to archives. **Official Responsible:** Director, Consumer Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0331.

## Consumers' Correspondence

**Location:** Theatres Section, Entertainment Standards Branch, 1075 Millwood Road, Toronto. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c. 56, s.3. **Types of Information Maintained:** Name, address, correspondence. **Uses:** Maintain consumer correspondence concerning censorship policy and decisions. **Categories of Users:** Theatres Section staff. **Categories of Individuals in Bank:** Consumers corresponding with Theatres Section. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Entertainment Standards Branch, 1075 Millwood Road, Toronto, Ontario, M4G 1X6, telephone: (416) 421-2462.

## Licensee Compliance and Inspection Records

**Location:** Consumer Services Branch, 555 Yonge Street, Toronto. **Legal Authority:** Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32; Consumer Protection Act, R.S.O. 1980, c.87, s.3; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2. **Types of Information Maintained:** Name, business and home addresses, telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principal shareholders, directors, officers and employees of non-registered businesses. **Uses:** Ensure businesses comply with appropriate act; provide registrars with reference when processing registrations. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Principal shareholders, directors, officers, employees of non-registered businesses and registrants under acts administered by division. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, registration number, assignment number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Consumer Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0401.

## Licences – Film Projectionists, Theatre Owners, Film Exchanges, Theatres, Distributors and Retail Stores

**Location:** Theatres Section, Entertainment Standards Branch, 1075 Millwood Road, Toronto. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c.56. **Types of Information Maintained:** Name, address, photograph, examination results. **Uses:** Issue licences. **Categories of Users:** Theatres Section staff. **Categories of Individuals in Bank:** Film projectionists, theatre owners,

distributors, exhibitors, retail store owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Director, Entertainment Standards Branch, 1075 Millwood Road, Toronto, Ontario, M4G 1X6, telephone: (416) 421-2462.

## Licences – Lotteries

**Location:** Lotteries Regulation Office, 10 Wellesley Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34, s.189 and s.190; Orders in Council 70/70 and 274/70, as amended, 2639/73. **Types of Information Maintained:** Name, address, date of birth, telephone number, organization, licence number, lottery complaints, complainant's name, address, municipality, subject of complaint, licence number, resolution. **Uses:** Determine whether or not organizations and individuals are licensed; ensure licensee operates according to terms and conditions of the licence; calculate fees and refunds to municipalities. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and organizations applying for or in possession of a lottery or bingo licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality name, organization's/individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Lotteries Branch, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0272.

## Registrations – Paperback and Periodical Distributors

**Location:** Paperback and Periodical Distributors Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Paperback and Periodical Distributors Act, R.S.O. 1980, c.366. **Types of Information Maintained:** Name, address, date of birth, employment history, financial history, criminal record, business involvement, citizenship, qualifications, sponsor, credit information, judgements, inspections. **Uses:** Ensure applicants meet requirements for registration; record registration status. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Registered distributors, individuals and corporations applying for, maintaining or denied registration. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporations/applicant's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Registrar, Paperback and Periodical Distributors Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0366.

## Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information-technology issues.

## Personal Information Banks

None

## Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises: Assistant Deputy Minister's Office; Real Property Registration; Property Law; Personal Property Registration; Companies; and Registrar General Branches.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Performance Management

Also contain information relating to births, deaths, marriages, still-births, parentage, adoptions, divorces and name changes.

### Vital Statistics

**Location:** Registrar General Branch, Macdonald Block, 900 Bay Street, Toronto. **Legal Authority:** Marriage Act, R.S.O. 1980, c.256, s.3; Vital Statistics Act, R.S.O. 1980, c.524; as amended, S.O. 1983, c.34 and S.O. 1986, c.9, s.2. **Types of Information Maintained:** Name, address, date of birth, sex, marital status, religion, physician, Social Insurance Number, occupation, medical information (cause of death, number of pregnancies, term of pregnancies). **Uses:** Register and record Ontario births, deaths, marriages, still-births, parentage, adoptions, divorces, name changes, gender re-assignments; compile annual statistics relating to births, deaths, marriages, divorces and still-births. **Categories of Users:** Branch staff. Select information to Division registrars, researchers, law-enforcement personnel, children's aid societies and select staff of Health and Welfare Canada. **Categories of Individuals in Bank:** Persons born, married, divorced or deceased, changing their name or sex, or declaring parentage in Ontario. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, file number, registration number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Deputy Registrar General, Registrar General Branch, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 1Y5, telephone: (416) 965-2274.

## Support Services Division

Provides support and control services to the ministry and its agencies. The Communications Branch provides consumer information and education. The division comprises: Communications Services; Finance and Administrative Services; Office of the French Language Coordinator; Personnel Services; Internal Audit and the Freedom of Information and Privacy Office.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Ombudsman/Human Rights Commission  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, pressure vessels, hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

### Personal Information Banks

Contain information on registrations, inspections and complaints.

### Alternate Fuels – Vehicle Inspection Reports

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3. **Types of Information Maintained:** Name, address, vehicle identification number, licence plate number, vehicle make and model, manufacturer and year of propane tanks, type of fuel, inspection information, technical data. **Uses:** Identify individuals and owners of vehicles powered by alternate fuel source; collect data to determine future inspections. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and companies owning vehicles powered by an alternate fuel source. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, file number, vehicle identification number, plate number, "U" sticker number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.

### Certificates of Competency – Boilers and Pressure Vessels

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.3. **Types of Information Maintained:** Name, address, certificate number, issue and renewal dates, technical education, experience. **Uses:** Provide record of certificate holders. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Boiler and pressure-vessel



certificate-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until certificate-holder's death, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

#### Certified Operating Engineers

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Operating Engineers Act, R.S.O. 1980, c.363; as amended, S.O. 1982, c.42, s.3. **Types of Information Maintained:** Name, address, classification, date of birth, qualifying work experience, offences under the act, certificate number, issue and renewal dates. **Uses:** Provide record of certified operating engineers. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Certified operating engineers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Certificate number, name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Until certified operating engineer's death, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

#### Gasoline and Propane Facilities – Transporters' Licences and Contractors' Registrations

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3; Gasoline Handling Act, R.S.O. 1980, c.185, s.8. **Types of Information Maintained:** Name, address, licence or registration number, payment, issue and expiry dates. **Uses:** Determine renewal payments and fitness for licence or registration. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and businesses applying for a registration (contracting company) or licence to operate gasoline facilities, propane facilities and companies distributing natural gas and oil, company's officers and directors. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, address, licence or registration number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.

#### Licensees – Inspection Reports

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name, address, telephone number, inspection reports. **Uses:** Provide record of inspections; follow up on inspections. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Home hobby operators and manufacturers who have been inspected. **Policies and Practices – Storage:** Paper. **Retrievability:** Individuals/company's name. **Access Controls:** Locked

cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

#### Natural Gas and Propane Fitters and Handlers, Oil Burner Mechanics and Pipeline Inspectors – Applications

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3. **Types of Information Maintained:** Name, address, date of birth, Social Insurance Number, certificate category and number, payment, issue and expiry dates. **Uses:** Certify or upgrade certificate-holders; determine renewal payments. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Natural gas and propane fitters and handlers, oil burner mechanics, pipeline inspectors. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, certificate number, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.

#### Renovators, Home Hobby Operators and Manufacturers – Registration

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name, address, telephone number. **Uses:** Determine fitness for registration. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Renovators, home hobby operators, manufacturers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

#### Upholstered and Stuffed Articles Branch – Complaints

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name, address of complainant, person/company against whom complaint is made, correspondence. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Complainants, home hobby operators, manufacturers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

## Welders – Performance Tests

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.3. **Types of Information Maintained:** Name, address, employer's name and address, test details, expiry date of identification card. **Uses:** Provide record of tested welders. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Skilled pressure-part welders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after test, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

## Public Records

Information in these records is available to the general public upon application and, in some cases, after payment of a fee. Contain information related to personal property bills of sale, administration of the Business Practices Act, business, land, personal property security, standard stallion registrations and attendance records of public meetings of the Liquor Licence Board.

### Bills of Sale – Registration (Registration Division)

**Purpose:** Register personal property bills of sale. **Legal Authority:** Bills of Sale Act, R.S.O. 1980, c.43, s.8. **Types of Information Maintained:** Name, address, financial information, description of property on bill of sale. **Policies and Practices – Retrievability:** Names of parties involved. **Retention and Disposal:** 20 years following initial or renewed registration, then destroyed. **Access Procedures:** Searches may be requested in person only at any one of 49 Personal Property Registration Branch offices. Fees payable. Refer to the KWIC Index for addresses.

### Business Practices Act – Administrative Actions (Business Practices Division)

**Purpose:** Record administrative actions taken under the act. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5. **Types of Information Maintained:** Names and addresses of individuals involved in proposals, Assurances of Voluntary Compliance, director's Cease and Desist Orders. **Policies and Practices – Retrievability:** Company's/individual's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only by contacting the Ministry of Consumer and Commercial Relations Library, Main Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0200; or the Director, Consumer Services Branch, 8th Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0331.

### Companies Database (Registration Division)

**Purpose:** Record basic information concerning business entities carrying on business in Ontario. **Legal Authority:** Business Corporations Act, S.O. 1982, c.4; Corporation Securities Registration Act, R.S.O. 1980, c.94, s.11; Corporations Information Act, R.S.O. 1980, c.96; as amended, S.O. 1982, c.23 and S.O. 1984, c.3; Limited Partnerships Act,

R.S.O. 1980, c.241; Partnerships Act, R.S.O. 1980, c.370; Partnerships Registration Act, R.S.O. 1980, c.371; Extra-Provincial Corporations Act, S.O. 1984, c.14; Corporations Act, R.S.O. 1980, c.95. **Types of Information Maintained:** Active and inactive corporations, current and former office addresses, names and residential addresses of current and former directors and officers, sole proprietorships, partnerships, corporate registrations of business names or style, names, business and home addresses of individuals, business purpose. **Policies and Practices – Retrievability:** Corporate records – exact name of record, corporation number; sole proprietorships, partnerships and business names or styles – exact name of business entity. **Retention and Disposal:** Corporate records – not determined; sole proprietorships, partnerships and business names or styles – five years following expiry or withdrawal of registration, then transferred to archives. **Access Procedures:** Searches which produce copies of documents, certified copies of documents and certificates of status are provided on a fee-for-service basis. Searches may be carried out over-the-counter in the public office of the Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6. Mailed requests for data, certificates or information from corporate records should be addressed to Controller of Records, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0389. Mailed requests for copies of sole proprietorships, partnerships or business name or style registrations should be addressed to Registrar of Partnerships, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0510.

### Land Registration System (Registration Division)

**Purpose:** Register land transactions in Ontario. **Legal Authority:** Land Titles Act, R.S.O. 1980, c.230; as amended, S.O. 1982, c.47 and S.O. 1984, c.32, s.2; Registry Act, R.S.O. 1980, c.445; as amended, S.O. 1981, c.17, S.O. 1982, c.46 and S.O. 1984, c.32, s.2; Certification of Titles Act, R.S.O. 1980, c.61; as amended, S.O. 1982, c.38, s.2; Boundaries Act, R.S.O. 1980, c.47, s.2; Condominium Act, R.S.O. 1980, c.84, s.5; Land Registration Reform Act, S.O. 1984, c.32, s.8. **Types of Information Maintained:** Transferor's and spouse's name, address for service, transferee's name, address for service, chargeor's and spouse's name, address for service, chargee's name, address for service, solicitors, property identifiers, consideration, legal description of property, financial particulars, assessment roll number, municipal property address, registration date and number, type of discharge, other parties' names and addresses for service. **Policies and Practices – Retrievability:** Lot, plan or concession number, parcel number, property identification number (PIN). **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only at any one of 65 Land Registry offices. Fees payable. Refer to the KWIC Index for addresses.

### Ontario Sires Stakes – Stallion Registrations (Ontario Racing Commission)

**Purpose:** Establish ownership of stallions in Ontario; ensure conditions of eligibility. **Legal Authority:** Racing



Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Types of Information Maintained:** Name, address, telephone number of stallion's owner. **Policies and Practices – Retrievability:** Name of horse, owner. **Retention and Disposal:** Five years, then transferred to archives. **Access Procedures:** Searches may be requested in person or by mail by contacting Secretary-Treasurer, Ontario Racing Commission, Ministry of Consumer and Commercial Relations, 3rd Floor, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0520. No fees payable.

### Personal Property Security Registration System (Registration Division)

**Purpose:** Register security interests in personal property in Ontario. **Legal Authority:** Personal Property Security Act, R.S.O. 1980, c.375; as amended, S.O. 1981, c.2 and c.58, s.41 and s.42. **Types of Information Maintained:** Name, address, date of birth, sex of debtor, secured party and registering agent, collateral, classification/description, registration number, amendment and discharge particulars. **Policies and Practices – Retrievability:** Name of person or body creating security interest (debtor), motor-vehicle serial number. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person or by mail by contacting any one of the 49 Personal Property Registration offices. Telephone enquiries may also be made by users with deposit accounts. Refer to the blue pages of the local telephone directory for addresses.

### Public Meetings and Hearings – Attendance (Liquor Licence Board of Ontario)

**Purpose:** Record attendance regarding applications for licence or licensed establishments. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address. **Policies and Practices – Retrievability:** Licence number, individuals/establishment's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person, by mail or telephone by contacting Solicitor, Legal Services Branch, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4654.

## Affiliated Agencies

### Board of Review Under the Operating Engineers Act

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators.

### Personal Information Banks

None

### Commercial Registration Appeal Tribunal

The tribunal holds public hearings on appeals to review

administrative decisions and provides an independent, inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 15 statutes including the Liquor Licence Act.

### Personal Information Banks

Contain information on public hearings.

### Tribunal Hearings

**Location:** Commercial Registration Appeal Tribunal, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Registration and licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions. **Types of Information Maintained:** Solicitor's or applicant's name, address, telephone number, company name, exhibit information. **Uses:** Prepare hearing. **Categories of Users:** Tribunal administrative staff. **Categories of Individuals in Bank:** Appellants, claimants, solicitors. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name or company name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 15 days after a Tribunal decision, then exhibits only are returned to parties concerned or transferred with file to archives. **Official Responsible:** Registrar, Commercial Registration Appeal Tribunal, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 965-7798.

### Liquor Licence Board of Ontario

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic beverages; licenses manufacturers of beer, wine and spirits; and issues Ontario Photo Cards.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained, with the exception that the legal authority is the Liquor Licence Act.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on registrants, applications for Ontario Photo Cards, Registered Representative Cards and special occasion permits.

## Attendance Recording System/Payroll Personnel and Employee Benefits System

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, education, medical information, work history, salary data. **Uses:** Issue pay cheques; compile statistical reports. **Categories of Users:** Authorized ministry management staff, Personnel and Finance Sections staff. Select information to the Ontario Public Service Employees Union, insurance companies, banks and Workers' Compensation Board. **Categories of Individuals in Bank:** Government employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number, data element field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Attendance records retained up to 50 years after termination, then destroyed; payroll, personnel and employee benefits records retained up to 50 years after termination, then transferred to archives. **Official Responsible:** Personnel Manager, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-3749.

## Liquor Licences – Applications and Record of Establishments

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, preliminary record, final report, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, minutes of disciplinary hearings, club membership lists, licence renewal applications, licence transfer applications. **Uses:** Maintain historical record of establishment and licensee; assess licensee's suitability, prior to issuing initial licence. **Categories of Users:** Board staff, authorized staff of the Ontario Provincial Police. **Categories of Individuals in Bank:** Applicants, licence-holders, share-holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Licence number, licensee name, establishment name, licensed area. **Access Controls:** Locked room. **Retention and Disposal:** Paper retained up to 21 years, then destroyed; select files to archives. Retention for computer files not determined. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5W 1A4, telephone: (416) 965-4657.

## Ontario Photo Cards – Applications

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, telephone number, date of birth, photographs, applicant's certificate, guarantor's certificate. **Uses:** Assess applicant's suitability for an Ontario Photo Card. **Categories of Users:** Board staff, authorized police

authority staff. **Categories of Individuals in Bank:** Applicants, card-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

## Registered Representative Cards – Applications

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.38 and s.44. **Types of Information Maintained:** Name, address, telephone number, employer, criminal record. **Uses:** Assess applicant's suitability for a Registered Representative Card. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Applicants, card-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

## Special Occasion Permits – Applications

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, location, date and time of event, amounts of spirits, expected attendance. **Uses:** Issue special occasion permits; reconcile inventory and monies. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Control number, date, zone number, organization name, individual's name, location name. **Access Controls:** Locked room. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

## Special Occasion Permits – Applications for Diplomats and Consular Officers of Career

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, name of mission, address and specific location of building, function date, time and duration, expected attendance, name and rank of function host. **Uses:** Issue permits. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Diplomats and consular officers of career. **Policies and Practices – Storage:** Paper. **Retrievability:** Serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

## Ontario Film Review Board

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

### Personal Information Banks

None

## Ontario Racing Commission

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program; and the Race Track Assistance Program.

### Personal Information Banks

Contain information on track operators, and registration of standardbred and thoroughbred horses in the province.

#### Owners of Standardbred and Thoroughbred One-Year-Olds and Three-Year-Olds – Applications

**Location:** Ontario Racing Commission, 10 Wellesley Street East, Toronto. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11.

**Types of Information Maintained:** Name, address, telephone number, height, weight, complexion, hair and eye colour, peculiarities, marital status, place and date of birth, arrival date in Canada, sex, OHIP, next-of-kin, criminal record, language, driver's licence, employment off track, fingerprints, date of amputation, nationality. **Uses:** Issue licences; identification purposes. **Categories of Users:** Commission staff, authorized staff of the Canadian Trotting Association and Ontario Provincial Police. **Categories of Individuals in Bank:** Standardbred and thoroughbred owners whose involvement in the industry requires access to the backstretch area of race tracks, individuals working at the track as participants (grooms, trainers, drivers, jockeys, etc.) or mutual employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Canadian Trotting Association number, Ontario Racing Commission licence number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years after file becomes inactive, then transferred to archives. **Official Responsible:** Secretary-Treasurer, Ontario Racing Commission, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0520.

#### Race Track Operators – Personal History Records and Licences

**Location:** Ontario Racing Commission, 10 Wellesley Street East, Toronto. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Types of Information Maintained:** Name, address, number and type of shares, number of votes, citizenship, sex, date of birth, age, marital status, maiden name, husband's name,

address, occupation, past race licensing history, past and present racing business interests, education, name and address of references, employment record, criminal record, information concerning refusal of licences, affiliation with other tracks. **Uses:** Monitor individuals controlling the operation of race tracks in Ontario. **Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Applicants, general manager, officers, directors, members of the management or executive committee of the race track. **Policies and Practices – Storage:** Paper. **Retrievability:** Track name, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Up to 20 years, then transferred to archives. **Official Responsible:** Secretary-Treasurer, Ontario Racing Commission, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0520.

## Access

Freedom of Information and Privacy Coordinator  
Office of the Deputy Minister  
Ministry of Consumer and Commercial Relations  
9th Floor, 555 Yonge Street  
Toronto, Ontario, M7A 2H6  
Telephone: (416) 963-3671

A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

# Ministry of Correctional Services

## Head

Minister of Correctional Services  
Room 5320, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1A2  
Telephone: (416) 965-5952

## Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are: remanded into custody; sentenced to custodial terms of less than two years; sentenced to community correctional programs; released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

## Organization

The ministry comprises two divisions, nine branches, five regional offices, three affiliated agencies with the head office in Scarborough and 284 field offices/institutions. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

## Divisions

### Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises seven branches: Policy and Corporate Planning; Human Resources Management; Management Information Systems; Finance; Communications; Supply and Services; and Employment Equity.

### Personal Information Banks

Personnel-related and used for general administration and accounting processes. The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Workers' Compensation

### Finance Records

**Location:** Finance Branch, 2001 Eglinton Avenue East, Scarborough. Also institutions and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, as amended; R.R.O. 1980, Reg. 881, as amended; Financial Administration Act, R.S.O. 1980, c.161, as amended; Ministry of Treasury and Economics Act, R.S.O. 1980, c.291. **Types of Information Maintained:** Name, Social Insurance Number, work location, overtime/shift premium hours, earnings, deductions, hours worked, particulars of goods or services, travel and other expenses of employees. **Uses:** Payroll preparation; payment or reimbursement to vendors and employees. **Categories of Users:** Ministry administrative and financial staff. **Categories of Individuals in Bank:** Employees, vendors of supplies and services. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number or a data element/field. **Access Controls:** Locked cabinets, access restricted to authorized administrative/accounting staff, computer passwords. **Retention and Disposal:** Two to seven years, then destroyed. **Official Responsible:** Director of Finance, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3450.

## Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 46 institutions, 83 open and secure custody centres for young offenders, 125 probation and parole offices, and 30 community resource centres. Division has two branches – Offender Programming and Operational Support, and Community Corrections.

### Personal Information Banks

Contain information relating to offenders in either custodial or community care of the ministry.

### Bailiff Inmate Reference Cards and Trip Records

**Location:** Offender Programming and Operational Support Branch, 2001 Eglinton Avenue East, Scarborough. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Types of Information Maintained:** Name, reference number, places of incarceration, offences, sentences and potential security/care problems. **Uses:** Quick reference; document transfer of inmates between institutions. **Categories of Users:** Administrative and support staff, classification officers, senior bailiffs, auditors, inspectors. **Categories of Individuals in Bank:** Inmates, bailiffs. **Policies and Practices – Storage:** Cards, paper, computer. **Retrievability:** Name, date of transfer. **Access Controls:** Under lock and key, access controlled by senior



bailliff or support staff. **Retention and Disposal:** Two months to two years, then destroyed; computer records periodically purged. **Official Responsible:** Manager, Program Support and Coordination, Offender Programming and Operational Support Branch, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3380.

### Correctional Clinical/Treatment Records

**Location:** Adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Types of Information Maintained:** Name, age or date of birth, results of medical examination, medication ordered and provided, clinical/treatment data. **Uses:** Assist authorized personnel in administering required medical/clinical services to inmates. **Categories of Users:** Medical/clinical personnel. **Categories of Individuals in Bank:** Inmates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or reference numbers assigned by institutions. **Access Controls:** Files kept under lock and key, access controlled by medical/clinical staff. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Senior Medical Advisor and Manager, Health and Professional Services, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3546.

### Inmate Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Types of Information Maintained:** Name, date of birth, RCMP fingerprint reference codes, physical description, names and addresses of next-of-kin, education, employment history, offence and sentence data, record of belongings, entitlements such as remission, allowances, reports, assessments, classification, and any related correspondence. **Uses:** Identify inmates; assist in their placement in rehabilitation programs; ensure adherence to court sentences. **Categories of Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators. **Categories of Individuals in Bank:** Inmates. **Policies and Practices – Storage:** Paper, computer or microfilm. **Retrievability:** Name, date of birth, reference numbers assigned by ministry field offices or RCMP fingerprint section. **Access Controls:** Files kept under lock and key, access controlled by file custodians, computer password. **Retention and Disposal:** Paper retained 10 years following year of release, then destroyed or transferred to archives; microfilm kept 25 years, then transferred to archives; selected computer records purged periodically according to established criteria and procedures. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Institutional Administration and Control Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275 as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Types of Information Maintained:** Name, reference number, date and nature of activities including reminders, records of belongings, medication/drug usage or administration, fines, correspondence control, trust accounts of personal funds, allowances and remissions earned, admissions, releases, court appearances, classification, incident, and misconduct reports, visitors' registers, volunteer attendance. **Uses:** Control and document all matters regarding offenders including court appearances, sentence administration, health care, their belongings and visitors. **Categories of Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators, court and police officials. **Categories of Individuals in Bank:** Inmates, staff, visitors, correspondents, volunteers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Files kept under lock and key, access controlled by file custodians, computer password. **Retention and Disposal:** Paper retained up to 12 years, then destroyed; selected records to archives; computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Probation and Parole Administration and Control Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Types of Information Maintained:** Names, reference numbers, summarizing lists/registers of clients indicating supervisory probation and parole officers, brief offence particulars, reason for supervision. **Uses:** Control and document all matters concerning clients; update records. **Categories of Users:** Probation and parole officers, administrative and support staff. **Categories of Individuals in Bank:** Probation and parole officers, probationers, parolees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Locked cabinets, access controlled by administrative or support staff, computer password. **Retention and Disposal:** Paper retained up to five years, then destroyed; computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Probation and Parole Case Files

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also

probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Types of Information Maintained:** Name, address, date and place of birth, nationality, education, marital status, offence and sentence particulars, employment. **Uses:** Assist in supervising probationers and parolees. **Categories of Users:** Probation and parole officers, support staff, research personnel. **Categories of Individuals in Bank:** Individuals placed on probation by the courts and institutional inmates placed on parole by the Ontario Board of Parole. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number assigned by ministry. **Access Controls:** Files kept under lock and key; computer passwords. **Retention and Disposal:** Paper retained three years after year in which file is closed, then destroyed; selected records to archives. Computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

#### Volunteer Records

**Location:** Institutions and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended. **Types of Information Maintained:** Name, address, employment, education, application, resume, oath of confidentiality, reference letters, training/placement and duties records, evaluations and observations by staff or others, photograph, period of service. **Uses:** Document all matters related to unpaid volunteers providing service to the ministry. **Categories of Users:** Volunteer program coordinators, administrative and support staff. **Categories of Individuals in Bank:** Individuals providing service to the ministry without remuneration. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Access controlled by administrative/support staff. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Institution Superintendents or Probation and Parole Area Managers. Addresses are listed in the Government of Ontario Telephone Directory.

#### Young Offenders' Files

**Location:** Offender Registry, Young Offenders Act (YOA) facilities, and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Young Offenders Act (Canada); Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and V. **Types of Information Maintained:** Name, date of birth, education, family and medical information, offence particulars, periods of control, action and progress reports, legal documents. **Uses:** Plan for and monitor the progress of young offenders' return to community environment. **Categories of Users:** Superintendents, probation and parole officers, administrative and custody facility staff. **Categories of Individuals in Bank:** Young offenders aged 16-17. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and assigned file number. **Access Controls:** Locked cabinets, computer password.

**Retention and Disposal:** In accordance with Young Offenders Act (Canada). **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, Minister's Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services – advice on legal questions, assistance in preparing legislation, litigation, claim settlements – and acts as counsel before judicial or administrative tribunals.

#### Personal Information Banks

None

### Operational Review, Audit and Investigation Branch

Provides review, audit, inspection and investigation functions for the operating components of the ministry by assessing management processes, general operations, program management, financial and administrative procedures.

#### Personal Information Banks

None

### Affiliated Agencies

#### Custody Review Board

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

#### Personal Information Banks

None

### Minister's Advisory Committee on Corrections

Advises the minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

#### Personal Information Banks

None

## Ontario Board of Parole

The Ontario Board of Parole considers for parole those inmates serving sentences of up to two years less a day in provincial institutions. The chairman of the Parole Board is responsible for the overall administration of the board and for the five regional parole boards which, in turn, are responsible to the chairman for all parole decisions made in the regions.

### Personal Information Banks

Contain information on adult offenders in custody being considered for parole. Where parole is granted, record includes progress reports.

#### Ontario Board of Parole – Inmates and Parolees

**Location:** Chairman's Office, Ontario Board of Parole, 2195 Yonge Street, Toronto. Also five regional boards. Addresses are listed in the Government of Ontario Telephone Directory.

**Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Part III; R.R.O. 1980, Reg. 649, as amended, Part II; Parole Act, R.S.C. 1970, c.P-2, as amended. **Types of Information Maintained:** Name, date of birth, address, employment, offence and sentence particulars, parole decisions. **Uses:** Decide whether or not to grant parole; monitor receipt of progress reports.

**Categories of Users:** Board members and support staff.

**Categories of Individuals in Bank:** Institutional inmates and parolees. **Policies and Practices – Storage:** Paper and index cards. **Retrievability:** Name or recorded alias(es).

**Access Controls:** Locked cabinets. **Retention and Disposal:** Destroyed 10 years after end of year in which file was closed. **Official Responsible:** Chairman, Ontario Board of Parole, 2195 Yonge Street, Toronto, M4S 2B1, telephone: (416) 963-0700.

### Access

Coordinator  
Freedom of Information  
Ministry of Correctional Services  
2001 Eglinton Avenue East  
Scarborough, Ontario  
M1L 4P1  
Telephone: (416) 750-3318

A public reading room for the review of manuals and other information is open during regular office hours in the library at 2001 Eglinton Avenue East, Scarborough.

# Ministry of Culture and Communications

## Head

Minister of Culture and Communications  
10th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-0615

## Mandate

This ministry was announced on September 29, 1987. It will retain responsibility for a number of programs formerly administered by the Ministry of Citizenship and Culture. The ministry will also assume responsibility for Communications programs formerly administered by the Ministry of Transportation and Communications.

## Organization

The ministry is organized into three divisions, the Archives of Ontario, 12 branches, and seven agencies. Programs are administered and the public served directly by a head office in Toronto, 28 field offices and the agencies. The ministry provides administrative and operational support services including communications and marketing, and French-language services to the Ministry of Citizenship, and also maintains the records associated with those functions.

## Divisions

### Communications and Marketing Branch

Provides information and marketing services for the ministry; provides communications support to the minister, deputy minister and program areas; and coordinates ministry publications and audio-visual materials.

### Personal Information Banks

None

### French Language Services

Coordinates implementation of government policy on French-language services and serves as a link between the francophone community and the ministry.

### Personal Information Banks

None

## Culture Division

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, libraries and community information, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. Division comprises: Arts Branch; Libraries and Community Information Branch; Heritage Branch; and Cultural Industries and Agencies Branch.

### Personal Information Banks

None

## Finance and Administration Division

Responsible for all financial and administrative matters, systems and support services, including coordination of the ministry's youth programs and Regional Services Offices, and ministry liaison with Management Board of Cabinet. Division comprises: Regional Services; Legal Services Branch; Management Systems and Services Branch; Human Resources Branch; Finance Branch; Internal Audit Branch; and the Library/Resource Centre.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (Cars)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-Television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; and undertakes operational projects to encourage the development of new communications systems and applications. The division comprises:



Broadcasting and Cable Branch; Telecommunications Branch; and Operations and Technology Office.

## Personal Information Banks

None

## Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government agencies important non-current records through statutory control and from other sources through donation or purchase.

Records of the Private Manuscripts Section are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

## Personal Information Banks

Contain medical, legal, educational and business information concerning residents of and immigrants to Ontario, and are maintained primarily for historical and research purposes.

### Agricultural Loan Commission Records, 1922-1956 (RG6, XIV-17)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address and amount of loan. **Uses:** Historical research. **Categories of Users:** Historical researchers. **Categories of Individuals in Bank:** Farmer applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Chronological sequence and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Application for Research Privileges (RG17)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, telephone number, type of research, subject of research and personal identifier. **Uses:** Assist in research and statistical reports; identify bona fide users of the archives. **Categories of Users:** Archives staff. **Categories of Individuals in Bank:** Archives researchers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Arrival/Destination Records, 1862-1881 (RG11, M, Box/ Vol 1-14)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Names of ships bringing immigrants to Ontario, arrival dates, names of immigrants, occupations, nationalities, ages, destination in Ontario.  
**Uses:** Research. **Categories of Users:** Researchers.  
**Categories of Individuals in Bank:** Those immigrants who were paid by the government of Ontario to come and settle.  
**Policies and Practices – Storage:** Paper. **Retrievability:** Arrival date, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Central Personnel Records (RG25, C-3, Box 1-11)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of any civil service employees whose employment terminated between 1920-1956, date of birth, educational background, date of permanent appointment, job classifications, promotions, salary rates. **Uses:** Historical source on careers of government employees; verify pension enquiries. **Categories of Users:** Academics, personnel data staff of Human Resources Secretariat. **Categories of Individuals in Bank:** Former employees of the Ontario government. **Policies and Practices – Storage:** Microfilm. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Chest Disease Service Patient Records, 1908-1945 (RG10)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information about patients of Ontario sanatoria for tuberculosis. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of Ontario's sanatoria for tuberculosis. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Child Abuse Register and Case File (selected), 1966-1979 (RG29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, family and financial information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons involved in child abuse investigations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

### Crises Situation Client Files (selected), 1976-1985 (RG29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Name, financial and family information on recipients of special benefits. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals requiring provincial emergency assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Crown Ward Administrative Review (selected), 1981 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, social and medical information about Crown wards. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** County and name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Denture Therapy Licensing Files, 1972-1975 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Licensees and prospective licensees of the Governing Board of Denture Therapists. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Dionne Quintuplets Records, 1934-1950 (RG4, 4-53, Box 1-47, Vol 1-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, sex, medical history, financial situation, invoices and accounts. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** The Dionne Quintuplets. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Divorce Action Report Files (samples) and Index, 1950-1976 (RG4, 4-51; 4-52)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Questionnaires on family financial status, living conditions and health, reports of social workers, correspondence, and numbered court documents. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile members of families entering divorce proceedings and other family

members. **Policies and Practices – Storage:** Paper. **Retrievability:** Number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Dominion-Provincial Youth Training Program, 1939-46 (RG7, XLV-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, dates of trades training, trades classification, company of and date of placement, age and grades in courses. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Male enrollees in trade school training courses and female enrollees in home-service training schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Drug Control and Medical Records, Juvenile Institutions, 1966-1979 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile wards in Ontario institutions. **Policies and Practices – Storage:** Bound volumes. **Retrievability:** Institution and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Elementary School Inspectors' Reports and Principals' Statements, 1842-1970 (RG2, F-3-A to F-3-I; I-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, salary, religion, certification, and opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, then geographical location and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Entrepreneur Case Files – Selective Placement Service, Ministry of Industry, Trade and Technology (RG9, 92)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and business address, names and addresses of partners, leases, agreements, documents regarding property holdings, personal financial records, curriculum vitae, franchise agreements, business

proposals, applications for permanent residence, correspondence regarding success in securing immigrant status. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants requiring business assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Forensic Sciences and Pathology, Early Case Files, 1931-1961 (RG33, H-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, autopsy and analysis reports, correspondence, scientific notes and photographs. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals deceased in questionable circumstances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **General Welfare Case Histories (selected), 1935-1979 (RG29, 46 to 48)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, financial and family information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of provincial welfare benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Immigrant Patient Chest Disease Records, 1976-1982 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information about immigrants to Ontario with chest problems. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants with chest problems. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Immigrant Special Placement Officers Files, 1947-53 (RG7, XVI-2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, occupation, age, number of dependants, national origin, education, work experience and special skills for 31 individuals. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Europeans contemplating immigration

to Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Inmate Case Files – Ontario's Jails and Prisons (RG20, D; E; F)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, family, criminal history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of provincially administered jails, lock-ups, correctional centres and prisons. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Case number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Inmate Drug Control Records, 1966-1980 (RG20, I-1 to I-22)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Selected files of drug control sheets indicating drug type, name of inmate receiving drug, date, amount issued, and prescribing doctor. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of various Ontario jails and correctional facilities. **Policies and Practices – Storage:** Paper. **Retrievability:** Institution and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Insider Trading Reports, Ontario Securities Commission (OSC), 1967-1981 (RG70, 70-13)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of company and officials for cancelled or surrendered charters, their stock holdings in the company, names of principal shareholders including corporate shareholders with more than 10% of voting stock. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals and corporations subject to regulation by the OSC. **Policies and Practices – Storage:** Paper. **Retrievability:** Company, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Jail Surgeons Registers, 1858-1971 (RG20, D; E; F)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of patient, date, diagnosis, medicine prescribed, and attending physician. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of various Ontario jails and



correctional facilities. **Policies and Practices – Storage:** Bound volumes. **Retrievability:** Jail, date, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Jails and Asylums, Deportations, Notices and Returns, 1901-1916 (RG63, A-6, Box 711-739; D, Box 768-813)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, deportation and employment information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates and those who were deported. **Policies and Practices – Storage:** Paper. **Retrievability:** Institution, date then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Juvenile Ward Files (selected), 1931-1980 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, financial and criminal information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile wards in Ontario institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and institution. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Land Speculation Files, Ministry of Revenue (RG26, 21)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of land vendor and file number, purchasers, offers to purchase, affidavits, deeds, lien clearance certificates, addresses of vendors and purchasers, value of land (including estimated fair market value), descriptions of property and buildings. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Land vendors and purchasers. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Legal Aid Case Files, Renfrew Office, 1975-1980 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and financial information of applicants for and recipients of legal aid. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of legal aid. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario,

77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Market-Value Survey of Rural Land, 1968-1971 (RG16, 16-27, Box 1-91)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, property holdings and locations, evaluation of land and tax levels by coded geographical area. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farmers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Geographical code. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ministry of Education Personnel Records, 1844-1882 (RG2, L-5)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, religion, date of appointment, classification, salary, and date of resignation (including normal and model school personnel). **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Ministry of Education personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ministry of Labour Legal Branch Prosecution Files, 1971-1979 (RG7, XI-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, address of persons prosecuted under labour legislation, persons injured in accidents that involved prosecution, and persons serving as witnesses. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals prosecuted, persons injured and witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Career Action Program Trainee Files, 1977-1978 (RG32)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, report of academic standing, and letters of reference, work experience agreements, supervisor's monthly performance appraisals, internal counselling forms, and trainee movement reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Graduate



trainees applying to the Career Action Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Provincial Police (OPP) Commendatory Correspondence, 1910-1976 (RG23, C-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in commendatory remarks, and covering remarks of OPP management. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** OPP personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Provincial Police (OPP) Complaints Correspondence, 1910-1981 (RG23, C-6; C-7)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in complaint, specific complaint lodged, OPP investigative notes, notes on disciplinary action taken, and covering remarks of OPP management. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** OPP personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Provincial Police (OPP) Criminal Investigation Reports, 1909-1977 (RG23, E-1 to E-126)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, sex, nature of crime committed, criminal investigation reports, photographs, maps, objects as evidence, fingerprints, criminal history reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons under investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Crime, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Provincial Police (OPP) Major Occurrence Reports, 1969-1983 (RG23, I)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Nature of crime and file number, name, address, sex, criminal investigation reports, photo-

graphs, maps, fingerprints and criminal history reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons under investigation. **Policies and Practices – Storage:** Microfilm. **Retrievability:** File numbers, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Provincial Police (OPP) Private Investigators and Security Guards Licensing Files – Agencies, 1910-1974 (RG23, H-3, Box 1-9)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of agency, principal officers and employees, duplicate of licences issued, correspondence and complaints concerning agency and its employees, and investigative notes on complaints received. All files concern agencies now out of business. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Private investigators and security guards. **Policies and Practices – Storage:** Paper. **Retrievability:** Agency, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Ontario Students Records, 1873-1924 (RG2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, examination results, certificates and/or diplomas. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper, microfilm/microfiche. **Retrievability:** Date, school then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Pathology Reports and Slides, 1947-1966, Thunder Bay (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, case number and medical and diagnostic information about Ontario patients of general hospitals. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of northern Ontario hospitals for whom tissue samples were submitted for pathological analysis. **Policies and Practices – Storage:** Paper, glass slides. **Retrievability:** Name and case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Personnel Files (former Department of Mines) (RG13, D-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Employee name, age, address, marital status, educational history, past employment, salary, performance appraisals, group insurance numbers, chest x-ray reports, health category reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Personnel, former Department of Mines. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Private Manuscript Donor Index

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Donor's name, address, date of the accession, terms of accession and accession number. **Uses:** Maintain control over private manuscript accessions. **Categories of Users:** Archive personnel. **Categories of Individuals in Bank:** Donors. **Policies and Practices – Storage:** Index cards. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Probation and Aftercare Files, Juvenile (selected), 1952-1980 (RG29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, family and educational information about juvenile parolees arranged according to area. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile parolees. **Policies and Practices – Storage:** Paper. **Retrievability:** Juvenile parolees arranged by area office. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Probation and Parole Files (selected from various Ontario locations) (RG20, G-1 to G-17)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, relatives, criminal offences, probation and parole ordered, compliance with probation officials, notes of meetings and difficulties and background documentation of individual's social milieu. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals granted probation or parole. **Policies and Practices – Storage:** Paper. **Retrievability:** Area office and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Producer Audit Files, Milk Commission of Ontario, 1963-1973 (RG16, 16-169, Box 29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Name of producer, audit and investigation reports on operations and financial condition, correspondence, financial statements and exhibits. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Producer Files, Fund for Milk and Cream Producers, 1965-1976 (RG16, 16-169, Box 25-29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, financial statements, confidential financial reports and fee collection sheets. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack areas. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Provincial Benefits Case Review Files (selected), 1978-1982 (RG29, 02)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical and financial information about recipients of provincial benefits who have problems with or questions concerning eligibility or entitlement. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of provincial welfare benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Public Health Nurses Staff Files, 1927-1935 (RG10, 30-A-1, Box 1-9)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Public health nurses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### Public Institutions Employment Files, 1909-1914 (RG10)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, educational and employment information about prospective employees. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants for employment in government service. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked

stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Records of the Victoria Industrial School, Mimico, 1887-1935 (RG8, II-25-C, Box/Vol 10-56)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number of inmate, record of offences and punishments, address, date and place of birth, physical description, sex, education, health, medical history, employment history, family details, aptitudes, abilities, character, activities. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile inmates aged 14-21. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Refund/Bonus Applications (1872-1876) and Certificates (1873-1874) (RG11, J, Box 1-19)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, age, occupation and nationality of those immigrants paid to come to Ontario. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants who came to Ontario and settled for minimum of three months, their sponsors. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Registered Nursing Assistants Of Ontario (RNAO) Examination Results, 1955-1971 (RG10, 20)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and education information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Graduates of RNA courses from Ontario psychiatric hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Rehabilitation Case Files (selected), 1968-1981 (RG29, 38)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, medical, financial and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of vocational rehabilitation services. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number, then name.

**Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Retarded Patient Files (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, financial, and education information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Retarded patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Scholarship, Fellowship, Bursary and Grant Application Records, 1926-1985 (RG32)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, record of academic standing, and letters of reference. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students, teachers and university personnel applying for scholarships, fellowships, bursaries, and/or grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, subject, name of institution, then name of applicant. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Secondary School Inspectors' Reports and Principals' Statements, 1854-1971 (RG2, G-1-A to G-1-B; G-1-D; G-2-A to G-2-C; I-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, salary, religion, certification, opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools, by geographical location. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date then geographical location and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Social Assistance Review Board Notices of Decision, 1969-1979 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, case number and eligibility information pertaining to recipients of general welfare assistance. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Welfare recipients. **Policies and Practices – Storage:** Paper.



**Retrievability:** Case number, then name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Socio-Economic Problems of Eastern Ontario Farm Families, 1963-1967 (RG16, 16-26, Box 1-8)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, property holdings, property evaluation, personal income statistics, survey data and reports by geographical code. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farm families. **Policies and Practices – Storage:** Paper. **Retrievability:** Geographical codes, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Soldiers Aid Commission Canteen Fund Files (selected), 1929-1976 (RG29, 65)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, financial, family and medical information re applicants and recipients of support from Canteen Fund. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of aid. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Special/Auxiliary Education and Provincial Schools Records, 1872-1975 (RG2, K-3; K-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, IQ and examination results, family, medical and education histories of students with physical and learning disabilities. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students with physical and learning disabilities. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, then name of student. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Teachers' and Principals' Application, Examination and Certification Records, 1847-1975 (RG2, H-1 to H-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, religion, certificate of moral character, course, IQ, examination results, instructor's remarks, certificates and/or degrees held, letter of standing number, certificate issue and expiry dates, education and teaching history of teachers, principals, municipal recreation directors, and vocational specialists.

**Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers and principals. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name of teachers college, geographical location, then name of teacher. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Teachers' Superannuation Records, 1852-1948 (RG2, M-1-A to M-1-C; M-2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, amount of pension contributed/received, date of retirement, years of service, registered number, medical certificate, certificate of moral character, and date of death of superannuated teachers and inspectors. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Retired teachers and inspectors applying for and receiving pension benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and date. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Thalidomide Case Files, 1962-1976 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical and financial information about Ontario residents affected by thalidomide. **Uses:** Legal and historical. **Categories of Users:** Historians, sociologists, statisticians and lawyers. **Categories of Individuals in Bank:** Victims of thalidomide. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Toronto (Don) Jail Staff Files, 1955-1974 (RG20, F-43; K-10 to K-18)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, application, background information, correspondence, appraisal reports and photographs. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Staff of the Toronto (Don) Jail. **Policies and Practices – Storage:** Paper, staff photographs. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

**Trends in Farm Abandonment Study, 1956-1962 (RG16, 16-25, Box 1-10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, location of property, financial evaluation, personal income statistics, analysis of



information, surveys undertaken, maps and final reports by geographical code. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farmers. **Policies and Practices – Storage:** Paper. **Retrievability:** Geographic code. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Trust Files of Deceased Persons (sampled), 1944-1975 (RG4, 4-54)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, year of death, financial statements and financial management accounts, cheques, Social Insurance cards and other personal documents, correspondence and other personal papers. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals committed to provincial institutions as insane or otherwise unable to manage their affairs, and now deceased. **Policies and Practices – Storage:** Paper. **Retrievability:** Year then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Workmen's Compensation Claims (1937-39) and Reports (1956-59) (RG7, I-6, Box 2-3; I-7)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, company, nature of injury, correspondence regarding claims, occupational classification, salary. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Public Records**

Information on land tax registers and marriage registers is maintained by the Archives of Ontario and is made available to the general public.

#### **Land Tax Registers, Exempted Properties, Unorganized Territories (RG26, 19)**

**Purpose:** Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of owner, address, lot location, value of land and/or improvements, taxes paid, taxes unpaid, penalties. **Policies and Practices – Retrievability:** District, township, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Written request. **Archivist of Ontario,** 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

#### **Marriage Registers Collection, 1800-1948 (RG8, I-6-A to I-6-D; MS248)**

**Purpose:** Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of

bride and groom, ages, place of birth, residence, parents, witnesses, marriage date, denomination, clergy, and some birth, baptism and death registrations. **Policies and Practices – Retrievability:** District, county, clergy or church/mission, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5317.

Note: The Archives of Ontario maintains psychiatric patient files, which information is excluded from the freedom of information legislation. Provisions of the Mental Health Act as amended by the Equality Rights Statute Law Amendment Act, 1986, apply to that personal information.

## **Affiliated Agencies**

### **Conservation Review Board**

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

### **Personal Information Banks**

None

## **Ontario Film Development Corporation (OFDC)**

Fosters the development of Canadian-owned, Ontario-based film producers by establishing an investment fund and providing location assistance to producers, writers and directors.

### **Personal Information Banks**

Contain information related to financial information regarding applicants for film production and development assistance.

### **Production and Development Files**

**Location:** Ontario Film Development Corporation, 81 Wellesley Street East, Toronto. **Legal Authority:** OFDC, created under Ontario Development Corporation Act, O. Reg. 37/86 and O. Reg. 550/86. **Types of Information Maintained:** Name and address of applicant and his/her lawyer and accountant, financial institution where applicant banks, budgets for projects, OFDC project number, applicant's corporate financial statements for past three years, names, addresses and number of shares for all shareholders, funds required/requested. **Uses:** Determine eligibility for funding. **Categories of Users:** OFDC personnel. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Project number, name of project, name of applicant. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Secretary, Ontario Film Development Corporation, 81 Wellesley Street East, Toronto, Ontario, M4Y 1H6, telephone: (416) 965-8393.

## Ontario Heritage Foundation (OHF)

Advises the ministry on issuing archaeological licences and on designating significant archaeological and historic sites; provides grants; erects historical plaques; manages and conserves real and cultural properties; and conducts education with partner organizations.

### Personal Information Banks

Contain information related to the types of donations made to the foundation, and the names and addresses of the donors.

### Donations of Real and Cultural Properties to the Foundation

**Location:** Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. **Uses:** Evaluate and assess donations; issue income tax receipts. **Categories of Users:** OHF personnel, the Provincial Auditor, OHF board of directors. **Categories of Individuals in Bank:** Individuals who have made or offered to make a donation to the foundation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Permanent. **Official Responsible:** Manager, Heritage Administration, Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5727.

## Ontario Historical Studies Series Board of Trustees

Produces comprehensive, scholarly and readable books on the historical development of Ontario.

### Personal Information Banks

None

## Ontario Science Centre

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs, and travelling exhibitions.

### Personal Information Banks

Contain information related to the types of donations made to the centre, and the names and addresses of the donors.

### Donor Records

**Location:** Ontario Science Centre, 770 Don Mills Road, Toronto. **Legal Authority:** Centennial Centre of Science and Technology Act, R.S.O. 1980, c.60. **Types of Information Maintained:** Name, records relating to gifts of either cash or items given to the Science Centre. **Uses:** Identify donor and

gift. **Categories of Users:** Board of trustees, director general, comptroller and revenue development officer.

**Categories of Individuals in Bank:** Anyone who has made a donation to the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Controller, Ontario Science Centre, 770 Don Mills Road, Toronto, Ontario, M3C 1T3, telephone: (416) 429-4100.

## Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

### Personal Information Banks

None

## Ontario Telephone Service Commission

The commission is responsible for regulating the thirty providers of telephone services under provincial jurisdiction. Bell Canada is not regulated by this commission.

### Personal Information Banks

None

### Access

Freedom of Information Coordinator  
Ministry of Culture and Communications  
Library/Resource Centre  
9th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-3012

A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Archives of Ontario:

Freedom of Information Coordinator  
Archives of Ontario  
77 Grenville Street  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-6882

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A public reading room for the review of finding aids and other information is open from 8:15 a.m. to 4:30 p.m., Monday to Friday, with staff on duty to assist researchers, on the main floor at 77 Grenville Street, Toronto. Extended research hours without staff on duty are Monday to Friday until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m.

# Office for Disabled Persons

## Head

Minister Responsible for Disabled Persons  
3rd Floor, 700 Bay Street  
Toronto, Ontario  
M5G 1Z6  
Telephone: (416) 965-1122

## Mandate

The office acts as a central information source to the general public on government policies, programs and services for disabled persons and their families; promotes the development of coordinated policies within government on issues affecting disabled individuals; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of disabled persons.

## Organization

The office consists of the Minister's Office, the Office for Disabled Persons and the Ontario Advisory Council for Disabled Persons which reports to government through the minister.

### Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Central Attendance Recording System (CARS)  
Travel Expense Accounts

## Affiliated Agencies

### Ontario Advisory Council for Disabled Persons

The Ontario Advisory Council for Disabled Persons advises the government of Ontario through the Minister Responsible for Disabled Persons on matters pertaining to the well-being of disabled persons. It promotes the development and creation of self-help opportunities for disabled persons; reviews current policies which have a bearing on disabilities; and advises the minister as requested.

### Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Central Attendance Recording Systems (CARS)  
Performance Management  
Travel Expense Accounts

## Access

Coordinator  
Information and Privacy  
Office for Disabled Persons  
16th Floor, 700 Bay Street  
Toronto, Ontario  
M5G 1Z6  
Telephone: (416) 963-3121

A public reading room for the review of manuals and other information is open during regular office hours in the library, on the second floor at 700 Bay Street, Toronto.



# Ministry of Education

## Head

Minister of Education  
22nd Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1L2  
Telephone: (416) 965-5277

## Mandate

The ministry develops policy for the elementary and secondary education of all Ontario residents and provides operating and capital grants to locally elected school boards. It operates schools for the blind, the deaf and the deaf/blind, demonstration schools for the learning disabled, educational programs in training schools, and the Independent Learning Centre.

## Organization

The ministry is organized into four divisions: Administration; Corporate Planning and Policy; Learning Programs; and Learning Services. Each division reports to an assistant deputy minister. In addition, there is an Assistant Deputy Minister of Franco-Ontarian Education. The ministry's programs are carried out by the provincial schools, six regional offices, and by services provided by head office.

## Divisions

### Administration Division

The Administration Division comprises six branches and two units and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information-management, data-processing and communication services, the application of the Affirmative Action/Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation and for the coordination of French-language services.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Contain information relating to professional service contracts and financial services.

### Contract Payroll

**Location:** Financial Services Branch, 900 Bay Street, 20th Floor, Mowat Block, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.7(1)(a) and (b). **Types of Information Maintained:** Social Insurance Number, name, branch, rate of pay, applicable deductions, date of payment, other pertinent data, general correspondence. **Uses:** Maintain employment record; respond to inquiries. **Categories of Users:** Managers of branches with contract employees, Financial Services staff. **Categories of Individuals in Bank:** Individuals with a fee-for-service contract with the ministry. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, branch. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Financial Accountant, Financial Services Branch, 900 Bay Street, 20th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2480.

## Corporate Planning and Policy Division

The Corporate Planning and Policy Division comprises four branches and is responsible for operational planning and reporting, setting priorities, strategic planning, corporate financial planning, policy development and analysis, research, educational liaison, legislative planning and legal counsel, and teachers' superannuation.

### Personal Information Banks

Contain information relating to operational, strategic, financial and legislative planning, and statistics on trustees, teachers and students.

### Boards of Reference

**Location:** Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.238 to s.248. **Types of Information Maintained:** Correspondence, submissions, legal documentation concerning the termination of a teacher's contract and application to a Board of Reference. **Uses:** Coordinate the minister's position and response to application to a Board of Reference. **Categories of Users:** Legal counsel for the ministry and ministry management. **Categories of Individuals in Bank:** Teachers whose contracts have been

terminated by employer boards of education. **Policies and Practices – Storage:** Paper. **Retrievability:** Teachers name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Director, Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2228.

### Exchange Programs

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i) and s.237(7). **Types of Information Maintained:** Name, sex, age, address, telephone number, OHIP number, passport number, religion, country of birth, citizenship, education, medical information. **Uses:** Determine eligibility of student; match with appropriate exchange student in Europe.

**Categories of Users:** Bank staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Education Officer, International Student Exchange Unit, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5605.

### Experience Programs

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Types of Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship status, education. **Uses:** Determine eligibility of candidate to participate in program. **Categories of Users:** Experience Program personnel, education officers in regional offices, school board staff. **Categories of Individuals in Bank:** Secondary and post-secondary student applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Region, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Education Officer, Experience Program, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-9116.

### Master Identification File (MIDENT)

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, principal's name, degree, location, school, board, municipality, county, regional identification data. **Uses:** Identify schools, school boards and principals. **Categories of Users:** Ministry management, school board staff. **Categories of Individuals in Bank:** Principals. **Policies and Practices – Storage:** Computer. **Retrievability:** School, board number and principal's name. **Access Controls:** Computer password. **Retention and Disposal:** Current only. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

### School Board Report

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, name, degree, title, location, area of responsibility, English/French, sex. **Uses:** Planning and administration; produce statistical publications and directories. **Categories of Users:** Senior ministry officials. **Categories of Individuals in Bank:** Supervisory officers, other professional staff employed by school boards. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Board, number, then name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 12 years, then transferred to archives. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

### School Board Statutory Committee Members

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Name, trustee status, association affiliation, official language designation. **Uses:** Identify committee members. **Categories of Users:** Ministry officials. **Categories of Individuals in Bank:** Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Board then member's name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Term of membership, then destroyed. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

### School Board Trustees

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Name, number of years as trustee, area represented, home address and telephone number, business telephone. **Uses:** Maintain school board trustee lists; update directories. **Categories of Users:** Ministry officials. **Categories of Individuals in Bank:** Trustees, chairmen. **Policies and Practices – Storage:** Paper. **Retrievability:** Board and trustee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

### Second-Language Monitor Program

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Types of Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship. **Uses:** Determine eligibility of candidates. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Post-secondary students.

**Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Education Officer, Federal-Provincial and Interprovincial Liaison, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5996.

### Student Leadership

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129 s.8(1)(v)(i). **Types of Information Maintained:** Name, sex, age, address, telephone number, OHIP number, religion, education, medical information. **Uses:** Determine student's eligibility. **Categories of Users:** Ontario Student Leadership Centre staff (Orillia), Student Leadership staff in the Education Liaison and Exchange Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current only. **Official Responsible:** Education Officer, Student Leadership Centre, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6410.

### Supervisory Officer – Review of Principal Investigator's Performance

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(x). **Types of Information Maintained:** Principal investigator's name, project title, contractor, supervisory officer's name, ministry identification number, questionnaire – response from supervisory officer. **Uses:** Determine investigator's performance. **Categories of Users:** Policy Analysis and Research Branch staff, advisory committee. **Categories of Individuals in Bank:** Professional researchers and writers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Ministry identification number and principal investigator's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Contractual Research, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-3141.

### Teacher's Certification

**Location:** Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(m)(d) and s.10(1)(11). **Types of Information Maintained:** Correspondence, submission, legal documentation concerning suspension, cancellation, or reinstatement of teacher's certificates. **Uses:** Coordinate the minister's position and response to certification matters. **Categories of Users:** Legal counsel for the ministry and ministry management. **Categories of Individuals in Bank:** Teachers whose qualifications are under review. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Director, Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2228.

### Teaching Staff Report

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, name, date of birth, sex, years of teaching experience, language of instruction, and various indicators. **Uses:** Identify qualified and unqualified teachers and locations; prepare summaries for management and planning purposes. **Categories of Users:** Registrar Services Section, Professional Development Branch. **Categories of Individuals in Bank:** Teachers, department heads, consultants, principals, vice-principals, supervisory officers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Board and school numbers, Social Insurance Number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** 16 years, then transferred to archives. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

## Franco-Ontarian Education

Franco-Ontarian Education advises the ministry on priorities, programs and goals related to French-language education in Ontario; participates in the appointment and positioning of the ministry's French-language officials; reviews official documents related to French-language education; provides French-language consultative services to and liaises with the ministry's agencies, boards and commissions concerning French-language education; and oversees the implementation of French-language governance legislation.

### Personal Information Banks

None

## Learning Programs Division

The Learning Programs Division comprises six branches and is responsible for the development of programs for elementary and secondary schools in Ontario. Also coordinates the ministry's participation in program development for adult and continuing education, child care and Native education.

### Personal Information Banks

Contain information relating to the certification of students and teachers, eligibility for special programs, enrolment in provincial schools, proof of school attendance in closed private schools and training schools, and proof of date of birth. Also contain information on students applying to or enrolled in correspondence courses at the Independent Learning Centre and records of teachers working under agreement with the centre.

### Associate Teacher Records

**Location:** Independent Learning Centre, 909 Yonge Street, Toronto. **Legal Authority:** Education Act, R.S.O. 1980,



c.129, s.10(3). **Types of Information Maintained:** Teacher's name, home and school addresses and telephone numbers, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of the teacher. **Uses:** Record eligibility for employment; teacher assessment; record terms of agreement. **Categories of Users:** Branch education officers. **Categories of Individuals in Bank:** Teachers working under agreement as associate teachers, test supervisors, telerutors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Chairman, Education Services, Independent Learning Centre, 909 Yonge Street, Toronto, Ontario, M4W 3G2, telephone: (416) 965-2657.

### Closed Juvenile/Adult Training Schools

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271; federal-provincial agreement. **Types of Information Maintained:** Student's records, name, address, age, sex, identification number, education, criminal record, teachers' and administrators' comments. **Uses:** Issue transcripts of marks or diplomas; record proof of school attendance; occasionally provide proof of date of birth. **Categories of Users:** Registrar Services staff. **Categories of Individuals in Bank:** Students attending training schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of school, student's name. **Access Controls:** Secured files. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

### Closed Private Schools

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271, s.24. **Types of Information Maintained:** Name, age, sex, address, identification number, education, criminal record, teachers' and administrators' comments. **Uses:** Issue transcripts of marks and duplicate diplomas; occasionally provide proof of age. **Categories of Users:** Registrar Services staff, educational institutions. **Categories of Individuals in Bank:** Students attending closed private schools. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Secured files. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

### Demonstration Schools – Applicants

**Location:** Demonstration schools. Refer to the Directory of Education for addresses. **Legal Authority:** Education Act, R.S.O. 1980, c. 129, s.12. **Types of Information Maintained:** Name, age, sex, address, telephone number, education, medical information, blood type, psychological tests, views/opinions, identifying number, religion, financial

information, correspondence. **Uses:** Determine eligibility and suitability for admission. **Categories of Users:** School administrators, education officers in Special Education and Provincial Schools Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 70 years, then transferred to archives. **Official Responsible:** Coordinator, Demonstration Schools, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2662.

### Developmental Centre Schools

**Location:** Developmental Centre schools. Refer to the Directory of Education for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Types of Information Maintained:** Name, sex, age, address, telephone number, education, medical and psychological tests, views/opinions, blood type, religion, identifying number, financial information, correspondence. **Uses:** Establish students' program; respond to correspondence (parents' inquiries). **Categories of Users:** School officials, teachers, branch education officers. **Categories of Individuals in Bank:** Students attending Developmental Centre schools. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 70 years, then transferred to archives. **Official Responsible:** Coordinator, Developmental Centres, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

### French-Language Program

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(ii). **Types of Information Maintained:** Name, address, telephone number, position (e.g., teacher or principal). **Uses:** Determine eligibility for program. **Categories of Users:** Program coordinator. **Categories of Individuals in Bank:** Teachers, principals, coordinators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Education Officer, French-Language Fund, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-9167.

### Grade 13 Academic Standing Records

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(a). **Types of Information Maintained:** Name, sex, age, address, telephone number, education, citizenship. **Uses:** Determine eligibility for diplomas, college and university entrance. **Categories of Users:** Staff of Professional Development and Policy Analysis and Research branches, Ontario Universities Application Centre. **Categories of Individuals in Bank:** Secondary school students. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Ministry identification number, school, student's name.



**Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

#### Independent Learning Centre – Student Records

**Location:** Independent Learning Centre, 909 Yonge Street, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, s.237. **Types of Information Maintained:** Name, address, telephone number, sex, age, student number, marital status, education, national origin, medical information, criminal status, employment status, student tests. **Uses:** Determine eligibility for enrolment; evaluate requirements for secondary school diploma. **Categories of Users:** Branch administrative staff, Registrar Services Unit staff. **Categories of Individuals in Bank:** Individuals enrolled in the Independent Learning Centre program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Student number. **Access Controls:** Secured storage area, computer password. **Retention and Disposal:** Applications retained for two years after final activity, then destroyed; student records maintained on site for 75 years, then destroyed. **Official Responsible:** Chairman, Education Services, Independent Learning Centre, 909 Yonge Street, Toronto, Ontario, M4W 3G2, telephone: (416) 965-5831.

#### Ontario Scholars

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v). **Types of Information Maintained:** Name, address, sex, ministry identification number, education. **Uses:** Determine eligibility for an Ontario Scholarship. **Categories of Users:** Staff of Professional Development Branch, Financial Services Branch, Ministry of Treasury and Economics. **Categories of Individuals in Bank:** Secondary school students. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Ministry identification number, school, student's name. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

#### Principals' Course – Applicants

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 269. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, employment history, education, financial transactions. **Uses:** Determine eligibility for admission to principals' course. **Categories of Users:** Professional Development Branch staff, principals of courses. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Course, then name. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional

Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5831.

#### Private Scholarships

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.16; wills of benefactors designating the Ministry of Education as custodian of trust funds. **Types of Information Maintained:** Name, address, telephone number, education, identification number, sex. **Uses:** Request cheques for eligible (recommended) students from various trust accounts. **Categories of Users:** Staff of Professional Development Branch, Financial Services Branch. **Categories of Individuals in Bank:** Elementary and secondary students or first-year university students recommended by their schools for private scholarships. **Policies and Practices – Storage:** Paper. **Retrievability:** Scholarship by year, then student's name. **Access Controls:** Secured cabinets. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

#### Regional Schools For Nursing Assistants (RSNA) – Applications

**Location:** Regional schools. Refer to the local telephone directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Types of Information Maintained:** Name, age, education, citizenship status, telephone number, address, marital status. **Uses:** Determine eligibility for admission. **Categories of Users:** Regional school officials. **Categories of Individuals in Bank:** Candidates for admission. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current only. **Official Responsible:** Program Director, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

#### Regional Schools For Nursing Assistants (RSNA) – Attendance and Student Records

**Location:** Regional schools. Refer to the local telephone directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Types of Information Maintained:** Name, address, telephone number, attendance record, education, medical information. **Uses:** Determine eligibility for admission and satisfactory completion of course; determine reason for unsuccessful completion of program. **Categories of Users:** Teachers, school administrators. **Categories of Individuals in Bank:** Applicants, students attending RSNA schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current only. **Official Responsible:** Program Director, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

## Regional Schools for Nursing Assistants (RSNA) – Examination Answer Sheets

**Location:** Regional schools. Refer to the local telephone directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Types of Information Maintained:** Name, examination answers and results. **Uses:** Determine a student's knowledge and successful completion of program. **Categories of Users:** Teachers and school administrators. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Program Director, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

## Schools For the Blind and Deaf – Student Records

**Location:** Individual schools. Refer to the Directory of Education for addresses. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12(6)(a) and (b). **Types of Information Maintained:** Name, address, telephone number, sex, age, education, medical information, psychological tests, views/opinions, identifying number, religion, blood type, financial information. **Uses:** Determine eligibility for enrolment; establish a program; deal with medical emergencies; respond to correspondence regarding students. **Categories of Users:** Branch education officers, school officials, teachers of enrolled students. **Categories of Individuals in Bank:** Students attending schools for the blind and/or deaf. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 55 years, then transferred to archives. **Official Responsible:** Coordinator, Schools for the Blind and Deaf, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2312.

## Supervisory Officers' Examinations

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 276. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, employment history, education. **Uses:** Determine eligibility of candidates. **Categories of Users:** Professional Development Branch staff. **Categories of Individuals in Bank:** Candidates for supervisory officers' examinations. **Policies and Practices – Storage:** Paper, microfiche. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5831.

## Teacher Information System

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; Ontario Teachers' Qualifications, R.R.O. 1980, Reg. 269. **Types of Information Maintained:** Name, address, telephone

number, sex, age, Social Insurance Number, employment history, education, medical information, views/opinions, correspondence. **Uses:** Determine eligibility for certification, equivalent standing; update qualifications, issue teaching documents. **Categories of Users:** Staff of Professional Development Branch, school boards, Policy Analysis and Research Branch. **Categories of Individuals in Bank:** Certified teachers, applicants for Ontario teacher certification. **Policies and Practices – Storage:** Paper, microfiche. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** Varies – 15 years or to age 80 or upon death of applicant, then destroyed; select files to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5831.

## Training Schools

**Location:** Various schools. Refer to the Directory of Education for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Types of Information Maintained:** Name, address, telephone number, sex, age, education, medical information, correspondence, opinions, identifying number, criminal record. **Uses:** Establish students' program. **Categories of Users:** School officials. **Categories of Individuals in Bank:** Training school students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 70 years, then transferred to archives. **Official Responsible:** Coordinator, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

## Learning Services Division

The Learning Services Division comprises two branches, six regional offices and one unit. Responsible for the delivery and supervision of programs and policies to school boards and accountable to the public for the progress and standards achieved in Ontario schools.

## Personal Information Banks

None

## Affiliated Agencies

### Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to the specific needs of that field. The council represents the Ontario Alliance for Children, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, the Ontario Advisory Council on the Physically Handicapped, the Ontario Psychological Association, the Ontario Association of Professional Social Workers, the Ontario Catholic Supervisory Officers' Association, the

Ontario Association of Education Administrative Officials, the Ontario School Trustees Council, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation, and the Ontario Medical Association.

### Personal Information Banks

None

## Council For Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the ministers of Education and Colleges and Universities. It advises the ministers on all matters concerning the education of Franco-Ontarians from junior kindergarten to university.

### Personal Information Banks

None

## Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.

### Personal Information Banks

None

## Languages of Instruction Commission of Ontario

The Languages of Instruction Commission mediates disputes between school boards and parents' advisory committees over the provision of education programs to official-language (French or English) minority groups.

### Personal Information Banks

None

## Ontario/Regional Special Education Tribunals

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

### Personal Information Banks

None

## Planning and Implementation Commission

The Planning and Implementation Commission advises the minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

### Personal Information Banks

None

## Provincial Schools Authority

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

### Personal Information Banks

Contain information relating to teachers' grievances.

### Provincial Schools Authority Negotiations

**Location:** Independent Learning Centre, 909 Yonge Street, Toronto. **Legal Authority:** Provincial Schools Negotiations Act, R.S.O. 1980, c.403, s.4(1). **Types of Information Maintained:** Correspondence, submissions, legal documentation concerning an employee grievance. **Uses:** Coordinate the authority's position in response to grievances. **Categories of Users:** Legal counsel for the authority, members of the authority. **Categories of Individuals in Bank:** Members of the Federation of Provincial Schools Authority Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Chairman, Provincial Schools Authority, 909 Yonge Street, Toronto, Ontario, M4W 3G2, telephone: (416) 965-4587.

## Access

Information and Privacy Coordinator  
Ministry of Education  
14th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1L2  
Telephone: (416) 963-2163

A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

# Ministry of Energy

## Head

Minister of Energy  
12th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 2B7  
Telephone: (416) 965-1301

## Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility, the ministry works with other ministries, agencies of the government, and with the energy sector.

## Organization

The ministry is organized into one branch – Legal Services – and three divisions – Communications and Management Services, Policy and Planning, and Programs and Technology.

## Divisions

### Legal Services Branch

Counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

### Personal Information Banks

None

### Communication and Management Services Division

Provides communications services and services to support effective management of the ministry's resources. The division comprises the Communications Services Branch and the Management Services Group. The latter includes the Office of the Comptroller, Staff Services Group, Information Systems and Resources, Evaluation and Audit, and Affirmative Action sections. The personnel function is carried out by the Ministry of Treasury and Economics.

### Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Policy and Planning Division

Responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. Also responsible for the analysis and collection of available energy information to provide a framework for policy and program initiatives. The division consists of the following sections: Oil and Gas; Electricity; Economics and Forecasts; and Finance, Rates and Utilization.

### Personal Information Banks

None

## Programs and Technology Division

Develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options. The division maintains expertise and awareness in energy technologies, products and services, and provides assistance to government, municipalities, industry, and the general public. Management of programs and provision of information is the responsibility of four operational sections: Consumer and Buildings Conservation Programs; Industry and Transportation Energy Programs; Energy Technology Development; and Alternative Energy Development.

### Personal Information Banks

None

## Affiliated Agencies

### Board of Valuation

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

### Personal Information Banks

None



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## Ontario Energy Board

The Ontario Energy Board has jurisdiction over energy-related matters including: regulation of natural gas rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; expropriation for utility access; and control of utility accounting procedures.

### Personal Information Banks

None

### Access

Freedom of Information Administrator  
Ministry of Energy  
9th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 2B7  
Telephone: (416) 965-6575

A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the twelfth floor at 56 Wellesley Street West, Toronto.

# Ministry of the Environment

## Head

Minister of the Environment  
15th Floor, 135 St. Clair Avenue West  
Toronto, Ontario  
M4V 1P5  
Telephone: (416) 323-4360

## Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

## Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 17 branches and six regions. Programs are administered and services provided to the public by head office and 26 field offices.

## Divisions

### Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's four divisions: Corporate Resources; Environmental Services; Intergovernmental Relations and Strategic Projects; Operations; and the Communications and Legal Services branches.

### Personal Information Banks

None

### Communications Branch

This branch provides information on the ministry's policies and programs to the public, client groups and the media. It establishes communications policy for the ministry and advises its branches on communications programs.

### Personal Information Banks

None

### Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

### Personal Information Banks

Contain correspondence, investigations, names of offenders violating environmental legislation, and procedures. Used for general administrative and enforcement purposes.

### Agreement Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, agreements, legal opinions, procedures, related correspondence. **Uses:** Develop ministry agreements for financial and/or administrative services. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals who are party to agreements with the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 22 years, then destroyed. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Claims Against the Crown Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone number, transcripts, judgements, related correspondence. **Uses:** Resolve land claims; record action against the ministry. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals or claimants initiating a suit. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of initiator or other identification of claim. **Access Controls:** Locked room. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Claims Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, reports, claims, minutes of meetings, legal opinions, settlements, arbitrations, related correspondence. **Uses:** Record information and events in respect of legal handling of claims. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals making claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 20 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Hearings Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, notices, transcripts, legal

opinions, judgements, related correspondence. **Uses:** Investigate, develop and conduct ministry hearings. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals who have been principal party before the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

#### Orders Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.18(2). **Types of Information Maintained:** Name, address, telephone number, recommendations to issue orders and supporting documents (violation notices and inspection reports), copy of orders, inspection reports, legal opinions, related correspondence. **Uses:** Investigate, develop and conduct ministry issuance of orders. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals to whom orders have been issued. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room restricted to branch solicitors and ministry staff involved with files. Executed orders are public record. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

#### Prosecution Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.280, s.4. **Types of Information Maintained:** Defendant's name, address, telephone number. **Uses:** Investigate, develop and conduct ministry prosecutions. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals being prosecuted for offences under ministry legislation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

#### Prosecutions Summaries

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Defendant's name, address, court, offence, judge, defence counsel, appeal status, remarks. **Uses:** Record information and events regarding prosecutions by the ministry. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals being prosecuted. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of party being prosecuted. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs, and ensures compliance with Ontario's financial and administrative directives. The division consists of six branches: Policy and Planning; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information program; Management Audit; and the French Services Office.

## Personal Information Banks

Contain information related to personnel matters and used for general administrative and accounting purposes. The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Insurance Files

**Location:** Administrative Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, incident and vehicle accident reports. **Uses:** Record incidents which may have caused damage to ministry property and report to Ministry of Government Services; record motor-vehicle accidents involving employees using ministry or leased vehicles on government business and report to Ministry of Transportation and Communications. **Categories of Users:** Branch administrative staff and safety officers. **Categories of Users in Bank:** Individuals involved in incidents causing property damage and personal injury, or individuals involved in motor-vehicle accidents using government or leased vehicles while on government business. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of incident, name, location. **Access Controls:** Locked room. **Retention and Disposal:** One to six years, then destroyed. **Official Responsible:** Director, Administrative Services Branch, Corporate Resources, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4243.

## Environmental Services Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division consists of four branches: Air Resources; Water Resources; Waste Management and Laboratory Services.

## Personal Information Banks

Contain information related to environmental concerns and used for general administrative and accounting purposes.

### Car Exhaust Emissions Records

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2). **Types of Information Maintained:** Driver's name, licence number, vehicle year, model name and make, test number, date of inspection, location of inspection, analyser number. **Uses:** Monitor number of vehicles without emission controls; monitor carbon monoxide readings. **Categories of Users:** Ministry test centre inspectors. **Categories of Individuals in Bank:** Drivers and owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Test number and driver's name. **Access Controls:** Locked room. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Car Usage and Maintenance – Statistical Information

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Vehicle owner's name, address, telephone number, car licence number, general information on vehicle engine, usage and maintenance. **Uses:** Represent a legal document specifying a voluntary agreement between vehicle owner and ministry to have the vehicle tested; gather information on usage and maintenance. **Categories of Users:** Ministry project technician. **Categories of Individuals in Bank:** Car owners who have had vehicles tested. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Project Technician, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### External Request Phytotoxicology Files

**Location:** Air Resources Branch, 880 Bay Street, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.4. **Types of Information Maintained:** Name, address of parties, nature of complaint, damages, alleged source, investigation report, supporting data, board hearings. **Uses:** Control pollution; document plant injury; compensate complainant for financial damages. **Categories of Users:** Phytotoxicology and regional abatement staff. **Categories of Individuals in Bank:** Complainants, offenders.

**Policies and Practices – Storage:** Paper. **Retrievability:** Region, complainant's name. **Access Controls:** Locked room. **Retention and Disposal:** 40 years, then to archives. **Official Responsible:** Manager, Phytotoxicology Section, Air Resources Branch, 880 Bay Street, Toronto, Ontario, M5S 1Z8, telephone: (416) 965-4516. For northern Ontario files, contact Chief, Air Quality Assessment, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1215.

### Notice to Submit Motor-Vehicle Form 1

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2); R.R.O. 1980, Reg. 381. **Types of Information Maintained:** Name and address of person being served with notice, owner or driver of vehicle, driver's licence number, car make and year, Ontario registration plate number, date, time and location of inspection. **Uses:** Inform driver to submit vehicle for inspection at ministry test centre. **Categories of Users:** Ministry inspectors, Ontario Provincial Police, municipal police. **Categories of Individuals in Bank:** Owner, driver of vehicle served with notice. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Notice number, name of person served. **Access Controls:** Locked room. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Vehicle Emissions – Prosecutions File

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Defendant's name, address, prosecution data, inspector's name, date of offence, court date, charge, date charge laid, court location, plea, result, amount of fine. **Uses:** Record violations of removal of air pollution control devices and of visible emissions. **Categories of Users:** Ministry test centre staff. **Categories of Individuals in Bank:** Defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date order, name of defendant. **Access Controls:** Locked room. **Retention and Disposal:** Nine years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Vehicle Emissions Test Centre – General Files

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.22. **Types of Information Maintained:** Complainant's name, address, home and business telephone number, nature of complaint, date and time, violator's name, address, home and business telephone number, description of emissions, vehicle licence number, serial number, make, model, year, inspector's name. **Uses:** Maintain record of all vehicle emission complaints and follow-up. **Categories of Users:** Ministry test centre inspectors. **Categories of Individuals in Bank:** Complainants and defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name. **Access Controls:** Locked room. **Retention and Disposal:** One year, then destroyed.



**Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Well Contractor and Well Technician Licensees

**Location:** Water Resources Branch, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Ontario Water Resources Act, R.S.O. 1980, c.361, s.22; O. Reg. 612/84. **Types of Information Maintained:** Name, address, applicant's or licensee's qualifications to conduct business in well construction. **Uses:** Monitor and control the issuance and renewal of well contractor and well technician licences in accordance with legislation. **Categories of Users:** Senior water-well inspector, regional water-well inspectors. **Categories of Individuals in Bank:** Applicants, successful licensees. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number or name. **Access Controls:** Locked room. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Senior Water-Well Inspector, Water Resources Branch, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4872. For regional offices, contact Chief, Water Resources Assessment. Refer to Government of Ontario Telephone Directory for addresses.

## Intergovernmental Relations and Strategic Projects Division

The division coordinates ministry participation in inter-governmental programs and develops and implements related strategic projects including acid precipitation, surveillance and abatement projects affecting the Great Lakes and the Niagara, Detroit, St. Clair and St. Mary's rivers systems, and the development of environmental standards for hazardous contaminants. The division consists of the Hazardous Contaminants Branch, the Acid Precipitation Office, and the Intergovernmental Relations and Strategic Projects Office.

### Personal Information Banks

Contain information related to individuals involved in pest-control operations and used for issuing licences and permits.

### Operator/Vendor/Applicator Licensing Files

**Location:** Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Types of Information Maintained:** Name, address, telephone number, corporation names, names of official representatives, licence numbers and classifications, fitness certification, character references. **Uses:** Regulate the licensing program. **Categories of Users:** Appropriate ministry regional and head office staff. **Categories of Individuals in Bank:** Retail, wholesale and company operators, vendors and applicators engaged in the sale and application of land, structural or water pest-control operations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employer, licence number. **Access Controls:** Locked room. **Retention and Disposal:** Six years, then destroyed.

**Official Responsible:** Manager, Agricultural and Industrial Chemicals Section, Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto, Ontario, M4V 1M2, telephone: (416) 323-5099. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

### Pesticides Control Program Permit Files

**Location:** Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Types of Information Maintained:** Names of pesticide users and companies, location of use, type and amount of pesticide product, date of proposed extermination, name and licence numbers of exterminators involved, permit numbers, dates of issue, names of owners and/or responsible persons. **Uses:** Regulate sale and use of restricted pest-control products. **Categories of Users:** Appropriate ministry regional and head office staff. **Categories of Individuals in Bank:** Permit holders performing exterminations with restricted pest control products. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Permit number, pesticide type and quantity. **Access Controls:** Locked room. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Manager, Agricultural and Industrial Chemicals Section, Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto, Ontario, M4V 1M2, telephone: (416) 323-5099. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

### Termite Chemical Structural Extermination Grant Program

**Location:** Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980; Ontario grant program agreement between Ministry of the Environment and Association of Municipalities of Ontario. **Types of Information Maintained:** Names of municipalities, property addresses, names of owners and tenants, pest-control company name, exterminator's name, building inspector's name, dates. **Uses:** Decide eligibility for grant program. **Categories of Users:** Appropriate ministry regional and head office staff, administrative and specialist staff of participating municipalities. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality, name. **Access Controls:** Locked file room. **Retention and Disposal:** 10 years, then to archives. **Official Responsible:** Manager, Agricultural and Industrial Chemicals Section, Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto, Ontario, M4V 1M2, telephone: (416) 323-5099. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

## Operations Division

The division is the operational and enforcement arm of the ministry, working in conjunction with the Environmental Services and Strategic Projects divisions. It investigates and enforces Ontario's environmental legislation; reviews and approves land-use and environmental projects such as

sewage- and water-treatment facilities; reviews applications for funding municipal water and sewage works; carries out environmental assessments of proposed undertakings; and is responsible for project management and engineering and the reporting, surveillance and clean-up of spills and other environmental emergencies. The division consists of six regions with 26 field offices throughout Ontario and four branches: Environmental Approvals and Land Use Planning; Environmental Assessment; Project Engineering; Investigations and Enforcement; and the Spills Action Centre.

## Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

### Crown Brief Files

**Location:** Investigations and Enforcement Branch, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, Crown briefs. **Uses:** Document legal action resulting from investigations. **Categories of Users:** Appropriate ministry staff. **Categories of Individuals in Bank:** Defendants, lawyers, investigators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, number, region. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Investigations and Enforcement Branch, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4832.

### Licensed Private Sewage Installers and Haulers – Classes 1 and 2

**Location:** Environmental Approvals and Land Use Planning Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.69. **Types of Information Maintained:** Name, address, licence application, related correspondence. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Lawyers, general public, appropriate ministry staff. **Categories of Individuals in Bank:** Private individuals, companies and corporations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Supervisor, Waste Sites and Systems Approval Unit, Environmental Approvals and Land Use Planning, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4424.

### Occurrence Report Files

**Location:** Investigations and Enforcement Branch, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, report. **Uses:** Document investigations of alleged infractions of environmental legislation. **Categories of Users:** Ministry investigative staff. **Categories of Individuals in Bank:** Individuals involved in alleged infractions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, number, region. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Investigations and Enforcement

Branch, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4832.

## Private Sewage Systems Files

**Location:** Regional offices. Refer to Government of Ontario Telephone Directory for addresses. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.65. **Types of Information Maintained:** Name, address of applicants for certificates of approval to install private sewage systems, inspection reports, copy of certificates, record of complaints and investigations, related correspondence. **Uses:** Maintain records on approvals and problems related to private sewage systems. **Categories of Users:** Ministry utilities staff. **Categories of Individuals in Bank:** Individuals applying for private sewage systems; health units. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, number. **Access Controls:** Locked room. **Retention and Disposal:** 55 years, then destroyed. **Official Responsible:** Regional Manager, Utility Operations. Refer to Government of Ontario Telephone Directory for addresses.

## Processed Organic Waste Sites

**Location:** Regional offices. Refer to Government of Ontario Telephone Directory for addresses. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.39. **Types of Information Maintained:** Names, addresses, telephone numbers and business details of applicants. **Uses:** Document the approval or rejection of applications for processed organic waste sites; monitor their maintenance. **Categories of Users:** Ministry abatement staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 25 years after site closure, then destroyed. **Official Responsible:** Regional Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

## Spills Action Centre Incident Reports

**Location:** Spills Action Centre, 7 Overlea Boulevard, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.80. **Types of Information Maintained:** Name, address, incident reports of pollution complaints, spills, summaries of incidents, field inspectors' spill reports, voice recording tapes, industries involved in major spills. **Uses:** Abatement and enforcement activities. **Categories of Users:** Spills Action Centre staff, appropriate ministry staff. **Categories of Individuals in Bank:** Private citizens, companies, public utilities, federal agencies. **Policies and Practices – Storage:** Paper, voice recording tapes, electronic. **Retrievability:** Name, date, time, company name. **Access Controls:** Locked file room, computer code. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Head, Spills Action Centre, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-9619. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

## Public Records

Contain information relating to environmental protection and accessible upon application.

## Directors File

**Purpose:** Maintain a record of persons designated as directors under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone numbers. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Environmental Appeal Board Appeal Record

**Purpose:** Document hearing and appeal notices, and decisions of board. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.122. **Types of Information Maintained:** Names, addresses, notices of appeal, control orders, stop orders, notices of hearing, decisions of the board, related appeal documents and correspondence. **Policies and Practices – Retrievability:** Name, company. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Chairman, Environmental Appeal Board, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4806.

## Environmental Appeal Board Hearings Record

**Purpose:** Document evidence given by witnesses at board hearings. **Legal Authority:** Consolidated Hearings Act, S.O. 1981, c.20, s.5. **Types of Information Maintained:** Exhibits entered at hearings, transcripts of public hearings. **Policies and Practices – Retrievability:** Name, company. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Chairman, Environmental Appeal Board, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4806.

## Environmental Assessment Board Hearings Record

**Purpose:** Document evidence given by witnesses at board hearings. **Legal Authority:** Environmental Assessment Act, R.S.O. 1980, c.140, s.31. **Types of Information Maintained:** Name, occupation, address, evidence and opinions. **Policies and Practices – Retrievability:** Name of appellant. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Chairman, Environmental Assessment Board, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4806.

## Provincial Analysts File

**Purpose:** Maintain a record of persons designated as provincial analysts under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone, occupation. **Policies and Practices – Retrievability:** Name and computer code. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Provincial Officers File

**Purpose:** Maintain a record of persons designated as provincial officers under acts administered by ministry.

**Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone number, date of appointment. **Policies and Practices – Retrievability:** Name and computer code. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Waste Management Systems – Haulers

**Purpose:** Maintain a record of private citizens, companies and corporations who apply for waste management systems approval. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.40. **Types of Information Maintained:** Name, address, applications for certificates of approval, recommendations by ministry regional staff pertaining to Certificates of Approval, renewals, copies of certificates. **Policies and Practices – Retrievability:** Name, certificate number. **Retention and Disposal:** Seven years, then destroyed. **Access Procedure:** Supervisor, Waste Sites and Systems Approvals Unit, Environmental Approvals and Land Use Planning Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4424. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### Board of Negotiation

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases.

### Personal Information Banks

None

### Environmental Appeal Board

This board hears appeals of persons affected by decisions or orders of local health authorities or of the Ministry of the Environment, related to private sewage disposal, water and sewage, waste disposal, air and noise pollution and pesticides.

### Personal Information Banks

None

### Environmental Assessment Advisory Committee

The committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

## Personal Information Banks

None

## Environmental Assessment Board

This board holds public hearings on the impact of major development proposals under the Environmental Assessment Act, the Environmental Protection Act, and the Ontario Water Resources Act. Under the latter two statutes, the board makes recommendations to the ministry's Director of Approvals who makes the ultimate decision. With respect to the Environmental Assessment Act, the board makes decisions which can only be changed or rescinded by the minister with the approval of the Lieutenant Governor in Council.

## Personal Information Banks

None

## Environmental Compensation Corporation

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

## Personal Information Banks

Contain information used for general administrative and accounting purposes.

## Applications for Compensation

**Location:** Environmental Compensation Corporation, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.91. **Types of Information Maintained:** Name, address, medical information, employment information, correspondence with applicants, proofs of loss, insurance policies, accident reports, deliberations. **Uses:** Determine eligibility for compensation. **Categories of Users:** Board, legal counsel. **Categories of Individuals in Bank:** Individuals notifying the corporation of a loss alleged to have resulted from a spill. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, incident, number. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Solicitor, Environmental Compensation Corporation, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4824.

## Farm Pollution Advisory Committee

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices" which are exempt from certain provisions of the Environmental Protection Act. The committee investigates odour problems as well as water and noise pollution.

## Personal Information Banks

None

## Hazardous Waste Listing Advisory Committee

Pending membership designation, this committee would solicit public response to interim decisions of the ministry as to whether or not a waste substance should be listed as hazardous. It would receive correspondence commenting on these decisions at the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

## Personal Information Banks

None

## Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from nine sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

## Personal Information Banks

None

## Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

## Personal Information Banks

None

## Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

## Personal Information Banks

None

## Access

Administrator  
Environment Ontario  
Freedom of Information Office  
5th Floor, 7 Overlea Boulevard  
Toronto, Ontario  
M4H 1A8  
Telephone: (416) 965-4385



A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Government of Ontario Telephone Directory for addresses.

# Ministry of Financial Institutions

## Head

Minister of Financial Institutions  
9th Floor, 555 Yonge Street  
Toronto, Ontario  
M7A 2H6  
Telephone: (416) 963-0311

## Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

## Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Insurance Division, the Ontario Securities Commission, and the Pension Commission of Ontario. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

## Divisions

### Office of the Deputy Minister

Provides staff support to the deputy minister. The French Language Services Coordinator and the Freedom of Information and Privacy Coordinator provide services to the ministry in their respective areas.

### Personal Information Banks

None

### Communications Services Branch

The Communications Branch supports both the Ministry of Financial Institutions and the Ministry of Consumer and Commercial Relations. It comprises the News and Information Section which maintains media liaison and produces consumer publications and news releases, and the Consumer Information Centre which answers public inquiries and offers support to consumer-education professionals.

### Personal Information Banks

None

## Finance and Administration Section

The Finance and Administration Section comprises the Executive Coordinator's Office, the Investigations Branch, and a small administrative support group. It is responsible for the overall coordination of ministry administration and provides some administrative services to both the Deposit Institutions and Insurance divisions. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained by the Ministry of Consumer and Commercial Relations.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Workers' Compensation

### Registrations and Enforcement

**Location:** Investigations Branch, 555 Yonge Street, Toronto.  
**Legal Authority:** Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Types of Information Maintained:** Name, address, date of birth, sex, residence, employment history, present or past activities, information on associates, qualifications, criminal offences, quasi-criminal offences, physical description, citizenship, information from confidential sources. **Uses:** Determine suitability of registration and/or continued registration; law enforcement. **Categories of Users:** Authorized staff of Investigations Branch, law enforcement agencies. **Categories of Individuals in Bank:** Individuals applying for registration, currently or previously registered under acts administered by the division and those prosecuted or under investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years after registrant becomes inactive, five years for suspected violators or when formal action has been taken, then destroyed. **Official Responsible:** Director or Deputy Director, Investigations Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-1248.

### Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

## Personal Information Banks

Contain information on hearings and prosecutions.

### Hearings and Prosecutions

**Location:** Legal Services Branch, 555 Yonge Street, Toronto. **Legal Authority:** Statutes administered by the Ministry of Financial Institutions provide authority for this bank. **Types of Information Maintained:** Name, address, age, sex, evidence, statements of witnesses, criminal records, records of provincial offences, employment history, financial history, all facts necessary to prosecute or conduct a hearing. **Uses:** Present evidence at a hearing or prosecution; determine whether or not a hearing or prosecution is necessary. **Categories of Users:** Authorized branch staff. **Categories of Individuals in Bank:** Individuals referred for hearings or prosecutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, act. **Access Controls:** Locked cabinets. **Retention and Disposal:** Retention – 10 years; disposal – not determined. **Official Responsible:** Director, Legal Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0485.

## Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

## Personal Information Banks

None

## Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing, registering, and examining the financial and business practices of financial institutions. Comprises the Office of the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Branch, and the Loan and Trust Corporations Branch. Responsibility for the Mortgage Brokers Act is in the process of being transferred from the Ministry of Consumer and Commercial Relations.

## Personal Information Banks

Contain information on individuals and corporations registering or registered under various acts, credit unions/caisses populaires, loan and trust corporations, and mortgage brokers.

### Corporate Documents

**Location:** Credit Unions and Cooperatives Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, c.62/81 and c.46/83, s.3, s.24, s.45 and s.136. **Types of Information Maintained:** Name, address, telephone number, work experience, educa-

tion, police records, credit checks. **Uses:** Ensure directors and officers comply with the act; administer the act.

**Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Incorporators, directors, officers and committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Corporate – not determined; examiner's financial statements – eight years, then destroyed. **Official Responsible:** Director, Credit Unions and Cooperatives Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0515.

### Credit Unions/Caisses Populaires – Complaints

**Location:** Credit Unions and Cooperatives Services Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, c.62/81 and c.46/83. **Types of Information Maintained:** Name, address, employment history, business involvement, financial history, income, net worth, any other information complainants wish to provide. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of credit union/caisse populaire. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Credit Unions and Cooperatives Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0515.

### Legal Files – Corporate Documents, Statutory Reports, Annual Regulatory Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, R.S.O. 1980, c.249; as amended, c.62/82, s.17(2), s.48, s.57, s.81 and s.165. **Types of Information Maintained:** Name, address, date of birth, citizenship, work experience, education. **Uses:** Ensure directors, officers and shareholders comply with the act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Directors, officers, material shareholders. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporations and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Corporate documents – life of corporation plus 30 years, then transferred to archives; statutory reports – current plus 15 years, then transferred to archives; annual regulatory records – current plus seven years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

### Legal Working Papers and Special Files

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, R.S.O. 1980, c.249; as amended, c.62/82, s.17(2), s.48, s.57, s.81 and s.165. **Types of Information Maintained:** Name, address, date of birth, citizenship, work experience, education, net worth, character, police record. **Uses:** Ensure directors, officers and shareholders comply with the act.

**Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Directors, officers, material shareholders. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Legal working papers – life of corporation plus 30 years, then transferred to archives; special files – 30 years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

#### Loan and Trust Corporations – Complaints

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, R.S.O. 1980, c.249; as amended, c.62/82. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment, financial situation, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

#### Mortgage Brokers – Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) Computer System

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4, s.5, s.6 and s.8. **Types of Information Maintained:** Name, address, date of birth, employment history, some financial history, criminal offences, sponsor, credit information, judgments, inspections. **Uses:** Ensure applicant complies with the act. **Categories of Users:** Authorized staff, users of CREDITS. **Categories of Individuals in Bank:** Brokers, applicants for registration. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Surname, corporations name or identifying number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

#### Mortgage Brokers – Complaint Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4, s.5, s.6 and s.8. **Types of Information Maintained:** Complainant's name, address, telephone number, person/company against whom complaint is made. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Authorized staff, users of the Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) computer system. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper, index cards and microimages.

**Retrievability:** Name, complaint control number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Up to 100 years, then transferred to archives or destroyed. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

#### Mortgage Brokers – Licensee Compliance and Inspection Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.3. **Types of Information Maintained:** Name, home and business address and telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principal shareholders, directors, officers, employees of non-registered businesses. **Uses:** Ensure businesses comply with the act; reference for Registrar in processing registrations. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Principal shareholders, directors, officers, employees of non-registered businesses and registrants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, registration number, assignment number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

### Information and Technology Division

The division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology. It provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, and provides advice and consultation on information-technology issues.

#### Personal Information Banks

None

### Insurance Division

The division regulates insurance corporations, agents, adjusters and investment contract salespersons, and administers the Motor Vehicle Accident Claims (MVAC) Fund. Comprises the Office of the Superintendent of Insurance, the Insurance Operations Branch, and the Motor Vehicle Accident Claims Fund.

#### Personal Information Banks

Contain information on individuals and corporations registering or registered under various acts, insurance operations, and the Motor Vehicle Accident Claims Fund.



## Annual Statements

**Location:** Insurance Operations Branch, Insurance Division, 555 Yonge Street, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.81. **Types of Information Maintained:** Names, residence addresses of directors, officers, and shareholders. **Uses:** Background information for conducting examinations of insurance companies. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Directors, officers and shareholders of insurance companies licensed in the province. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of company. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Examinations Section, Insurance Operations Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0477.

## Company Records

**Location:** Insurance Operations Branch, Insurance Division, 555 Yonge Street, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.7(1), s.9, s.23 and s.395; Corporations Act, R.S.O. 1980, c.95, s.149(10), s.176(3) and s.185(2); Investment Contracts Act, R.S.O. 1980, c.221, s.4. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment, marital status, education, citizenship, financial information. **Uses:** Determine suitability for licensing under the Insurance Act and Investment Contracts Act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Prospective shareholders, directors of a corporation applying for a licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of company, individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after licence expires, then destroyed. **Official Responsible:** Manager, Examinations Section, Insurance Operations Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0477.

## Insurance Agents, Insurance Adjusters, and Investment Contract Salespersons – Records

**Location:** Insurance Operations Branch, Insurance Division, 555 Yonge Street, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.346 and s.354; Investment Contracts Act, R.S.O. 1980, c.221, s.3 and s.6. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment history for preceding five years, marital status, occupation of spouse, education (adjusters), criminal convictions, bankruptcy information, affiliation with other corporations or businesses, citizenship. **Uses:** Assess suitability for licensing. **Categories of Users:** Division staff. Registration, business location, telephone number, corporation's name, officers and directors, name of sponsoring insurer and licence duration are public information. **Categories of Individuals in Bank:** Applicants for registration, licensed insurance agents, insurance adjusters and investment contract salespersons. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 30 months of inactivity, then destroyed. **Official Responsible:** Registrar of Agents and Adjusters, Insurance Operations Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0481.

## Insurance Operations – Complaints

**Location:** Insurance Operations Branch, Insurance Division, 555 Yonge Street, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.12 and s.395. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment, medical information, financial situation, driving records, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff, specific insurer involved. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number, name. **Access Controls:** Locked cabinets restricted to policy service officers and supervisors. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Business Standards, Insurance Operations Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0474.

## Motor Vehicle Accident Claims (MVAC) Fund – Accounts Receivable

**Location:** Motor Vehicle Accident Claims Fund Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Defendant's name, amount and date of payment, driver's licence number, licence status, repayment amounts, unpaid balance, date coupons sent to debtor. **Uses:** Arrange repayment of outstanding debts. **Categories of Users:** Fund staff, collection agencies acting on behalf of the fund. **Categories of Individuals in Bank:** Uninsured defendants in claims against the fund. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, account number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after full repayment, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

## Motor Vehicle Accident Claims (MVAC) Fund – Alphabetical and Numerical Index Card System for Claims Records

**Location:** Motor Vehicle Accident Claims Fund Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Identity of plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Uses:** Identify claims files when a client has not provided adequate information to access the file directly. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Supervised and locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

## Motor Vehicle Accident Claims (MVAC) Fund – Complaints

**Location:** Motor Vehicle Accident Claims Fund Branch, Insurance Division, 101 Bloor Street West, Toronto.

**Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Complainant's/defendant's name and address. **Uses:** Determine eligibility for assistance from the fund. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Complainants against the fund. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

#### **Motor Vehicle Accident Claims (MVAC) Fund – Reserve Claims Files**

**Location:** Motor Vehicle Accident Claims Fund Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Plaintiff's/defendant's name, address, police report, investigation report, medical reports, verification of lost wages and property damage, file number. **Uses:** Estimate liability; record number of outstanding claims; claim payments; provide accounts receivable information. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Plaintiffs and uninsured defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number. **Access Controls:** Locked room. **Retention and Disposal:** Until claim paid, file closed "no claim", or fund repaid in full, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M6S 2Z5, telephone: (416) 963-0532.

## **Affiliated Agencies**

### **Commodity Futures Advisory Board**

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts, commodity futures options and manner of trading, the influence of trading in such contracts, and options on the economy of Ontario.

#### **Personal Information Banks**

None

### **Financial Disclosure Advisory Board**

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

#### **Personal Information Banks**

None

## **Ontario Securities Commission**

Protects investors and ensures that they are informed; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; assesses the honesty and reputation of those carrying on business in these markets and enforces minimum standards of conduct; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers' Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

### **Personal Information Banks**

Contain information on investigations, applications for registration or renewal of registration under the Securities Act and Commodity Futures Act.

#### **Investigations**

**Location:** Enforcement and Market Regulation Branch, Ontario Securities Commission, 20 Queen Street West, Toronto. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended; Commodity Futures Act, R.S.O. 1980, c.78. **Types of Information Maintained:** Complaint and enquiry letters, name, address, criminal record, brokerage and banking records, investigation reports, legal opinions, correspondence from lawyers and brokers, statements from witnesses, information from confidential sources, transcripts of confidential examinations and hearings. **Uses:** Investigate alleged wrongdoing by issuers or individuals in connection with breaches of the Securities Act, Ontario Business Corporations Act, Criminal Code, Commodity Futures Act, and other relevant legislation. **Categories of Users:** Branch staff, authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police, and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers' Association of Canada and The Toronto Futures Exchange. **Categories of Individuals in Bank:** Individuals suspected or found guilty of infractions. **Policies and Practices – Storage:** Paper. **Retrievability:** Individuals/company's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 30 years after investigation is closed, then destroyed; select files to archives. **Official Responsible:** Deputy Director, Enforcement and Market Regulation Branch, Ontario Securities Commission, 20 Queen Street West, Toronto, Ontario, M5H 3S8, telephone: (416) 963-0248.

#### **Registrations**

**Location:** Registration Branch, Ontario Securities Commission, 20 Queen Street West, Toronto. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended, Part X, s.24 and s.28; Commodity Futures Act, R.S.O. 1980, c.78, Part VIII, s.22 and s.26. **Types of Information Maintained:** Name, address, date of birth, criminal offences, education, employment history, citizenship, sex, marital status, civil

proceedings, business activities. **Uses:** Determine suitability for registration. **Categories of Users:** Branch staff, officers and staff of the Ontario Securities Commission requiring information in the performance of their duties. **Categories of Individuals in Bank:** Registrants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 30 years after registration lapsed, then destroyed. **Official Responsible:** Deputy Director, Registration Branch, Ontario Securities Commission, 20 Queen Street West, Toronto, Ontario, M5H 3S8, telephone: (416) 963-0228.

## Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for employees in Ontario; registers new plans; approves amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

### Personal Information Banks

Contain complaints and queries sent to the commission by registered pension plans members, and commission correspondence with the employer/sponsor and member.

#### Complaints

**Location:** Pension Commission of Ontario, 101 Bloor Street West, Toronto. **Legal Authority:** Pension Benefits Act, R.S.O. 1980, c.373; as amended, c.2/83, s.10(1)(c). **Types of Information Maintained:** Name, address, telephone number, age, sex, marital status, employment history, income, pension accrued, employer's name and opinions of the individual. **Uses:** Resolve complaints; answer queries. **Categories of Users:** Authorized commission staff. **Categories of Individuals in Bank:** Members of registered pension plans filing complaints or queries. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's and/or employer's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Superintendent of Pensions, Pension Commission of Ontario, 101 Bloor Street West, Toronto, Ontario, M7A 2K2, telephone: (416) 963-0522.

## Access

Freedom of Information and Privacy Coordinator  
Office of the Deputy Minister  
Ministry of Financial Institutions  
9th Floor, 555 Yonge Street  
Toronto, Ontario  
M7A 2H6  
Telephone: (416) 963-3671

A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

# Minister Responsible for Francophone Affairs

## Head

Minister Responsible for Francophone Affairs  
17th Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E3  
Telephone: (416) 585-7000

## Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French-language initiatives and services throughout the government. The minister advises the government on, implements and promotes French-language services and recommends policies and administrative practices.

## Organization

The minister carries out the mandate through two organizations – the Office of Francophone Affairs and the French-Language Services Commission.

## Office of Francophone Affairs

### Mandate

The office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of French-language services and on relations with the Franco-Ontarian community.

### Organization

The Office of Francophone Affairs comprises three branches: Ministry Services; Research and Policy; and Communications and Public Relations.

### Personal Information Banks

None

## French-Language Services Commission

### Mandate

The commission reviews the availability and quality of French-language services and recommends the designation of public-service agencies and areas. It also recommends proposed exemptions of French-language services and changes to plans of government agencies for the provision of French-language services, making all recommendations public. The commission will dissolve in November 1989.

### Organization

The French-Language Services Commission has five members appointed by Order in Council. Its office is in Toronto.

### Personal Information Banks

None

### Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1945

A public reading room for the review of manuals and other information is open during regular office hours in room 381 of the Legislative Building, Queen's Park, Toronto.



# Ministry of Government Services

## Head

Minister of Government Services  
12th Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-1101

## Mandate

The ministry provides the government with accommodation, information-technology and common corporate services, computer support for human-resource management, and real-property and mortgage-administration management services for various provincial housing programs.

## Organization

The ministry comprises five program groups: Computer and Telecommunication Services; Corporate Services; Finance and Administrative Services; Human Resource Services; and Realty. A separate branch, Communications and Customer Services reports to the deputy minister. Head office is 77 Wellesley Street West, Toronto, and there are fourteen district offices throughout the province.

## Divisions

### Communications and Customer Services Branch

Responsible for internal and external communications activities including media liaison, official ceremonies, writing speeches and news releases, publications and legislative support. It administers the ministry's customer service program, the art collection, the employee suggestion program and the media studio in the Legislative Building.

### Personal Information Banks

None

### Computer and Telecommunication Services (CTS)

CTS provides government ministries with cost-effective information-technology services including computer processing, data storage, and computer centre management services. Telecommunication services include a government-wide computerized telephone system, teleconferenc-

ing, teletype and facsimile services, and radio communications systems.

### Personal Information Banks

None

## Corporate Services Division

Provides corporate support services promoting public access to government programs and services and co-ordinating government purchasing activities; and provides certain central common services.

### Personal Information Banks

Contain information relating to the administration of debt collection, government employee debt deductions and insurance claims.

### Debt Collection Accounts Receivable

**Location:** Central Collection Service, 880 Bay Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5(2)(c); Financial Administration Act, R.S.O. 1980, c.161, s.2(3). **Types of Information Maintained:** Name, address, Social Insurance Number, credit and loan history, financial assessments and correspondence. **Uses:** Recover monies owed to the Crown. **Categories of Users:** Internal section staff, contracted agents, solicitors and client ministry staff for specific files. **Categories of Individuals in Bank:** Persons indebted to the Crown. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name, account number. **Access Controls:** Computer password, secure cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Manager, Central Collection Service, 880 Bay Street, 5th Floor, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5195.

### Insurance Claims

**Location:** Insurance and Risk Management Unit, 25 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Types of Information Maintained:** Name, address, occupation, personal insurance history, incident description, correspondence. **Uses:** Determine eligibility of claims, payment history and method. **Categories of Users:** Internal section staff, staff in insurance companies processing claims. **Categories of Individuals in Bank:** Claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, case number. **Access Controls:** Secured cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Manager, Insurance and Risk Management, 1st Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1R1, telephone: (416) 965-6254.

### Ontario Government Employee Debt Deductions

**Location:** General Services Branch, 25 Grosvenor Street, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.26. **Types of Information Maintained:** Name, sex,

address, financial information, salary, indebtedness, Social Insurance Number, credit reports, correspondence and payment history. **Uses:** Document employee debts; correspond with creditors; pay creditors out of the Consolidated Revenue Fund. **Categories of Users:** Internal section staff. **Categories of Individuals in Bank:** Government employees whose debts are paid through deductions under the Public Service Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Manager, Central Collection Service, 5th Floor, 880 Bay Street, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5195.

## Finance and Administrative Services Division

Responsible for internal support services including analysis and planning, legal, audit, systems, finance and office services.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card  
Travel Expense Accounts

### Debt Collection Litigation

**Location:** Legal Branch, 77 Wellesley Street West, Toronto. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5(h); Financial Administration Act, R.S.O. 1980, c.161, s.2. **Types of Information Maintained:** Name, address, court documents, correspondence, notes, memoranda, client ministry files, various credit reports. **Uses:** Collect debts. **Categories of Users:** Internal section staff, contracted legal agents. **Categories of Individuals in Bank:** Persons indebted to the Crown. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name, account number. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** Current, then returned to client for storage/disposal. **Official Responsible:** Director, Legal Services Branch, 3rd Floor, 77 Wellesley Street West, Toronto, Ontario, M7A 1N3, telephone: (416) 965-1141.

### Rental Accounts

**Location:** Finance and Office Services Branch, 77 Wellesley Street West, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161, s.2. **Types of Information Maintained:** Name, address, payment history, credit reports and correspondence. **Uses:** Accounts receivable. **Categories of Users:** Internal section staff. **Categories of Individuals in Bank:** Tenants of government-owned properties. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, account number. **Access Controls:** Secured cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Receipts and Disbursements, 9th Floor, 77 Wellesley Street West, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5044.

## Human Resources Services Division

Responsible for internal human-resource management services and certain corporate administrative services. Internal services include personnel and employment equity for women; corporate services include employee benefits and data services, employee services and the Corporate Human-Resource Information System (CHRIS) project.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Performance Management  
Medical Information (Personnel)  
Workers' Compensation

Contain information on general administration of the Integrated Payroll, Personnel and Benefits System (IPPEBS), Central Attendance Recording System (CARS) and operational support for the CHRIS project. Also contain medical information on Ontario government employees, and information on employee counselling services and pension payroll administration.

### Ontario Government Employee Counselling

**Location:** Employee Services Branch, 880 Bay Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Types of Information Maintained:** Name, address, age, sex, education, employment history, problems, interventions, outcomes, family history, social history, health status, vocational status. **Uses:** Counselling notes. **Categories of Users:** Internal staff only. **Categories of Individuals in Bank:** Ontario government employees who are clients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, case number. **Access Controls:** Secured cabinets, restricted area. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Employee Counselling, 880 Bay Street, 5th Floor, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5161.

### Ontario Government Health Service

**Location:** Health centres in various Metro locations. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.68(3); Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 448, s.27(3) and s.27(22); Workers' Compensation Act, R.S.O. 1980, c.505, s.21(1); Occupational Health and Safety Act, R.S.O. 1980, c.321; R.R.O. 1980, Reg. 692; O. Reg. 714/82 and O. Reg. 156/84. **Types of Information Maintained:** Name, address, health, medical and work history.

**Uses:** Document fitness for work. **Categories of Users:** Medical Director's staff. **Categories of Individuals in Bank:** Ontario government employees referred. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, case number. **Access Controls:** Computer password, secured cabinets in restricted area. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Medical Director, M1-73, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 2C1, telephone: (416) 965-6751.

## Ontario Government Pension Payroll

**Location:** Employee Benefits and Data Services Branch, 25 Grosvenor Street, Toronto. **Legal Authority:** Public Service Superannuation Act, R.S.O. 1980, c.419, as amended, s.5(3). **Types of Information Maintained:** Name, address, education, employment history, assessment for pension. **Uses:** Determine eligibility; document and process pension payments. **Categories of Users:** Internal branch staff. **Categories of Individuals in Bank:** Persons receiving Ontario government pension. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Social Insurance Number. **Access Controls:** Computer password, secured cabinets in restricted area. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Director, Employee Benefits and Data Services Branch, 13th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1N3, telephone: (416) 965-2097.

## Realty Group

Responsible for planning, developing and managing government real property and accommodation and for administering the Ontario Mortgage Corporation (OMC). The group's activities include design and construction, property management, lands and mortgages dealings, portfolio and financial management.

## Personal Information Banks

None

## Affiliated Agencies

### Ontario Mortgage Corporation (OMC)

Responsible for mortgage-lending and collection activities.

## Personal Information Banks

Contain information necessary for the administration of mortgages.

## Mortgage and Lease Agreements

**Location:** Mortgage Administration Branch, 777 Bay Street, Toronto. **Legal Authority:** Business Corporations Act, R.S.O. 1980, c.54. **Types of Information Maintained:** Name, address, mortgage payment history, correspondence. **Uses:** Document and process payments for mortgage and

tenancy agreements; other administrative purposes.

**Categories of Users:** Internal section staff. **Categories of Individuals in Bank:** Mortgagors/tenants of OMC. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name, account number. **Access Controls:** Computer password, secure cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Mortgage Administration, 15th Floor, 777 Bay Street, Toronto, Ontario, M7A 1N3, telephone: (416) 585-7176.

## Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

## Personal Information Banks

Contain information for the administration of pension benefits.

## Judges' Pension Benefits

**Location:** Employee Benefits and Data Services Branch, 25 Grosvenor Street, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11; O. Reg. 332/84, s.35. **Types of Information Maintained:** Name, address, Social Insurance Number, employment history, assessment for superannuation/disability benefits. **Uses:** Determine eligibility; document payments. **Categories of Users:** Internal branch staff. **Categories of Individuals in Bank:** Provincial judges and/or spouses receiving benefits. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Social Insurance Number. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Director, Employee Benefits and Data Services Branch, 13th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1R1, telephone: (416) 965-2097.

## Real Estate Advisory Board

The board advises the minister on real estate matters.

## Personal Information Banks

None

## Access

Freedom of Information Coordinator  
Ministry of Government Services  
3rd Floor, 77 Wellesley Street West  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-3342

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 77 Wellesley Street West, Toronto.

# Ministry of Health

## Head

Minister of Health  
10th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 2C4  
Telephone: (416) 965-2421

## Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, and the regulation of hospitals and nursing homes. The ministry also operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

## Organization

The ministry has six groups each headed by an assistant deputy minister, seven divisions, 25 branches and two units. Ministry programs are administered and the public is served directly by the head office in Toronto, the Ontario Health Insurance Plan (OHIP) head office in Kingston and field offices for each major program.

## Divisions

### Administration, Finance and Health Insurance

The group is responsible for program and divisional activities related to the administration of OHIP. It provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; administers the Affirmative Action/Employment Equity program and the metric (SI) conversion project for the Ontario health system; and provides secretariat services to a number of affiliated agencies. The group comprises: Health Insurance Division (OHIP); Finance and Administration Division; Freedom of Information Office; Human Resources Branch; Audit Branch; and the Employment Equity Program (formerly the Affirmative Action Program).

### Personal Information Banks

Contain information relating to enrolment in OHIP, eligibility for coverage, claims and claims processing, subscribers and opted-in practitioners, Northern Health Travel Grant applicants, ministry personnel, insurance claims administration, involuntary psychiatric patients, coroner's inquests and registered users of narcotics and controlled drugs. The

following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Cards  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation.

### Coroner's Inquests

**Location:** Corporate Information Resource Centre, 7th Floor, Hepburn Block, 80 Grosvenor Street, Toronto; and Main Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Coroner's Act, R.S.O. 1980, c.93; as amended, S.O. 1984, c.11, s.166; S.O. 1984, c.55, s.212. **Types of Information Maintained:** Name, date, sex, time, place and cause of death, if cause of death was natural or unnatural, jury's recommendations. **Uses:** Investigate circumstances of death; evaluate and implement jury's recommendations. **Categories of Users:** Senior legal and management officials, senior program area staff, coroner's courts, authorized investigators. **Categories of Individuals in Bank:** Deceased individuals for whom a coroner's inquest is held. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Controlled storage, restricted user lists. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Coordinator, Policy Development and Research Division, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6246.

### Correspondence – Insured Persons and General Public

**Location:** Operations Branch and Professional Services Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston; and Special Services Unit, 7 Overlea Boulevard, Toronto. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, address, inquiries, OHIP number and name in which coverage is registered, enrolment, financial and medical information, premium payment and refund information, decisions of the Medical Eligibility Committee and Health Service Appeal Board, legal opinions, court orders, subpoenas, decisions and recommendations. **Uses:** Determine eligibility for enrolment and for coverage of dependants; determine entitlement to premium or temporary assistance, premium exemptions and refunds; determine eligibility for Northern Health Travel grants; update enrolment system; assess claims; provide background data for the development of OHIP policy; compile statistics. **Categories of Users:** Enrolment and Northern Health Travel Grants staff,



authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. **Categories of Individuals in Bank:** Individuals insured under OHIP, applicants for Northern Health Travel grants, members of the general public inquiring about enrolment, claims or grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or OHIP number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Directors, Operations Branch and Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273; and Manager, Special Services Unit, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-1000.

### Correspondence – Physicians and Practitioners

**Location:** Operations Branch and Professional Services Branch, 49 Place d'Armes, Kingston; and Special Services Unit, 7 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, address, inquiries, medical and enrolment information, fees claimed and paid for insured services, physician's/practitioner's OHIP registration number, address, telephone number, professional qualifications, licensing information, financial and billing information, review committee's referral information and decisions, decisions of the Health Services Appeal Board and the courts, third-party representation, legal opinions, court orders, subpoenas, staff decisions and recommendations. **Uses:** Respond to inquiries about claims and registration; monitor physicians' and practitioners' billing; assess entitlement to OHIP registration; determine whether or not to make referrals to the review committee; compile statistics; provide information as required. **Categories of Users:** Operations Branch and Professional Services Branch staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. **Categories of Individuals in Bank:** Physicians/practitioners registering or making claims for payment, or whose practices are under review by OHIP. **Policies and Practices – Storage:** Paper. **Retrievability:** Physician's/practitioner's name or OHIP registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Directors, Operations Branch and Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273, and Manager, Special Services Unit, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-1000.

### Drug Benefit Plan – Eligibility Catalogue

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Name, eligibility account number, effective period of eligibility, Social Insurance Number, OHIP number, sex, date of birth. **Uses:** Confirm eligibility of participants in the Drug Benefit Plan. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Persons 65 years of age or over who are eligible for

drug benefits and those under 65 in receipt of family benefits, home care benefits, extended care, and Homes for Special Care benefits under the Drug Benefit Plan. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Eligibility account number, surname or first name. **Access Controls:** Locked cabinets, computer password, restricted distribution. **Retention and Disposal:** One month, then destroyed. **Official Responsible:** Head, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

### Drug Benefit Plan – Invoices, Claims, and Remittance Advices

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Name, address, age, copies of drug benefit claims and invoices, amount paid, invoice number, dispensing date, pharmacy or supplier name, doctor's name and address, patient eligibility number, drug identification and quantity, prescription number. **Uses:** Provide record for payments; record and verify amount paid; correct errors. **Categories of Users:** Administrative and inspection staff in Finance and Accounting and Drug Programs Branches. **Categories of Individuals in Bank:** Pharmacies and other suppliers, individuals receiving benefits under the Drug Benefit Plan. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Payment month; paper – by supplier, payment processing date, processing batch; microfilm – by number. **Access Controls:** Restricted distribution, locked cabinets and storage areas. **Retention and Disposal:** Invoices and claims – paper retained six years, microfilm seven years, then destroyed; remittance advices retained three years, then destroyed. **Official Responsible:** Head, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

### Enrolment – Subscriber Administration System (SAS)

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10 to s.17; R.R.O. 1980, Reg. 452, s.1 to s.36. **Types of Information Maintained:** Surname and initial of person in whose name coverage is registered, OHIP number, coverage history and type, premium payment and billing history, date of original enrolment, microfilm control number, address, employer or collector group number, alternate surnames covered, welfare agency number, name in which OHIP number was previously registered, telephone number, dependants' names and dates of birth, residency and immigration information, employment and financial information, public assistance recipient's identification number. **Uses:** Determine eligibility for OHIP coverage; generate invoices; generate renewal applications and acknowledgements for premium assistance; record and generate refunds; respond to enrolment inquiries; monitor program and system performance; provide statistics; investigate allegations of fraud; determine recoverable amounts in cases of unpaid premiums; respond to court orders and

subpoenas; determine eligibility for enrolment or continued enrolment; determine eligibility to premium exemption or assistance. **Categories of Users:** Enrolment and claims processing staff, Subrogation, Recovery and Collection staff, Finance and Accounting Branch staff, Emergency Health Services Branch staff, ministry officials, Legal Services Branch counsel; Health Services Appeal Board. **Categories of Individuals in Bank:** Registered OHIP subscribers, individuals applying for OHIP coverage. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** OHIP number or name in which coverage is registered. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### Enrolment Decisions – Special Review Committee

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.11 and s.15; R.R.O. 1980, Reg. 452, s.35. **Types of Information Maintained:** Name, OHIP number, address, telephone number, financial information or residency information, decisions of staff and special committee. **Uses:** Assess applications for enrolment and assistance which have been refused; provide case information to Health Services Appeal Board; respond to inquiries; provide statistics. **Categories of Users:** Enrolment staff, committee members, Health Services Appeal Board, authorized ministry officials. **Categories of Individuals in Bank:** Individuals requesting further consideration of their applications for enrolment or assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-8273.

#### Extended Care – Applications for Temporary Eligibility

**Location:** Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Types of Information Maintained:** Name, OHIP number, date of birth, sex, Homes for Special Care number, location code, application number, medical score, diagnosis and date of assessment. **Uses:** Determine eligibility for extended-care insured services. **Categories of Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Application number and OHIP number. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Manager, Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-3855.

#### Extended Care Residents – Master File

**Location:** Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act,

R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Types of Information Maintained:** OHIP number, date of birth, sex, name, means of subsistence, Homes for Special Care number, home history, medical records. **Uses:** Identify residents in the program; determine maintenance payments; schedule reassessments. **Categories of Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch, Adult Services (senior citizens) staff, authorized Ministry of Community and Social Services staff. **Categories of Individuals in Bank:** Residents in extended-care facilities. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** OHIP number, date of birth, and sex. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Manager, Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3855.

#### Homes for Special Care Residents – Master File

**Location:** Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Homes for Special Care Act, R.S.O. 1980, c.202; Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217; Family Benefits Act, R.S.O. 1980, c.151. **Types of Information Maintained:** Resident number, public trustee number, family benefits number, name, date of birth, sex, marital status, OHIP number, eligibility for extended care and family benefits assistance, home history, financial data. **Uses:** Identify residents in the program; determine maintenance payments; set up accounts receivable. **Categories of Users:** Branch administrative staff, staff of Mental Health Operations Branch, Ministry of Community and Social Services (Family Benefits Assistance Branch), and Office of the Public Trustee. **Categories of Individuals in Bank:** Residents in Homes for Special Care. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** Resident account number, name. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Manager, Central Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3855.

#### Hospital Admission and Discharge Files (Ontario)

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.65. **Types of Information Maintained:** Patient name, age, sex, date of birth, OHIP number, OHIP subscriber's name, relationship to subscriber, admission and discharge dates, hospital and register number, microfilm number, enrolment information. **Uses:** Determine eligibility for insured benefits; identify OHIP's right of subrogated recovery; assess complicated surgical claims; investigate allegations of fraud; record hospital stays by Health Service Organization patients; provide statistics. **Categories of Users:** Operations Branch and Professional Services Branch staff, Subrogation and Recovery and Collection staff, Information Resources and Services Branch staff, Health Service Organizations staff, OHIP medical consultants, authorized ministry officials, Legal Services Branch and Attorney General's counsel,

Health Service Appeal Board. **Categories of Individuals in Bank:** Patients in Ontario hospitals (except psychiatric hospitals). **Policies and Practices – Storage:** Computer, microfilm, paper. **Retrievability:** Hospital number, register number and admission date, microfilm number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### Hospital Claims (out-of-province)

**Location:** Professional Services Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24(1); R.R.O. 1980, Reg. 452, s.57 and s.58. **Types of Information Maintained:** Patient name, date of birth, sex, OHIP number and OHIP subscriber's name, relationship to OHIP subscriber, residency information, insured service(s), diagnostic code, hospital admission and discharge dates, fees billed and paid, payment type, payee's name and address, claim number, source-document number, medical information. **Uses:** Assess and pay out-of-province hospital claims; respond to patient and hospital inquiries; investigate allegations of fraudulent claims; respond to court orders and subpoenas; confirm OHIP claims for payment or subrogated recovery, monitor claims-payment program; provide health care statistics for research and program development purposes. **Categories of Users:** Staff of Claims Processing, Subrogation Recovery and Collections, Information Resources and Services Branch, and Finance and Accounting, authorized ministry officials, Health Services Appeal Board, authorized agencies. **Categories of Individuals in Bank:** Persons for whom claims for payment for insured services have been submitted to the plan by out-of-province hospitals. **Policies and Practices – Storage:** Computer, microfilm, paper. **Retrievability:** OHIP number, claim number, microfilm claim number or name. **Access Controls:** Locked cabinets, access control number. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### Interprovincial Reciprocal Billing System for Hospitals

**Location:** Medical Claims Payment Units, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Types of Information Maintained:** Name, plan registration number, OHIP number, date of birth, sex, date of admission to hospital, type and cost of service received. **Uses:** Determine payments to hospitals in other provinces for care received by Ontario residents and to hospitals in Ontario for care received by residents of other provinces. **Categories of Users:** Branch administrative staff, authorized OHIP staff. **Categories of Individuals in Bank:** Ontario residents receiving hospital care in other provinces. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Province, hospital, OHIP number, type of service. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Six

years, then destroyed. **Official Responsible:** Head, Medical Claims Payment Unit, Insurance Accounting Section, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6592.

#### Legal Requests for Insured-Service Listings

**Location:** Financial Control Unit, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, OHIP number, OHIP subscriber's name, age, sex, address, OHIP claims history, accident information, OHIP enrolment history, legal opinions, court orders, subpoenas, staff recommendations. **Uses:** Respond to court orders, subpoena, requests from insured persons and their legal representatives; provide statistics. **Categories of Users:** Subrogation staff, authorized ministry officials. **Categories of Individuals in Bank:** Insured persons whose insured-service histories have been requested. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of insured person. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Senior Manager, Financial Control Unit, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-8487.

#### Medical Claims Reference File (CREF)

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24. **Types of Information Maintained:** OHIP number, patient's surname and given names, date of birth, sex, insured service history, fees, reasons for adjustments, practitioner's OHIP registration number, referring physician's OHIP registration number, hospital number and admission date, claims number, practitioner's name, address and option status, payee's address, other medical information. **Uses:** Assess and pay claims; confirm OHIP claims for payment or subrogated recovery; monitor physician's/practitioner's billings; generate claims-verification letters; provide statistics and analysis; identify abnormal service patterns; investigate allegations of fraud. **Categories of Users:** Staff of Operations Branch, Professional Services Branch, Subrogation, Recovery and Collections, Information Resources and Services Branch, Finance and Accounting Branch, Legal Services Branch, and Community Health Programs Branch, Medical Review Committee, ministry officials, Ontario Medical Association Tariff Committee, Health Service Appeal Board, other specifically authorized agencies. **Categories of Individuals in Bank:** Persons claiming payment for the insured services of physicians, chiropractors, osteopaths, dentists, optometrists, podiatrists, physiotherapists and laboratories who bill on a fee-for-service basis, providers of such services (physicians, etc.). **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** OHIP number, practitioner's OHIP registration number, practitioner's or billing agent's name or number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.



## Northern Health Travel Grant (NOTS)

**Location:** Professional Services Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O.Reg. 596/85. **Types of Information Maintained:** Patient's name, address, date of birth, OHIP number, sex, parents'/guardian's name and initials, referring physicians' and treating specialists' OHIP registration number, treatment details, residence code, grant amount, mode of travel, companion's name, address, microfilm number, medical diagnosis, reason for referral. **Uses:** Process grant application; request payment of grant from Treasury and Economics; determine eligibility for travel grants; monitor program; provide statistics; respond to inquiries. **Categories of Users:** Northern Health Travel Grant staff. Limited access to staff of Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, and Legal Services Branch. **Categories of Individuals in Bank:** Residents of northern Ontario applying for a Northern Health Travel grant, travelling companions, referring physicians, treating specialists. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** OHIP number, name of payee, microfilm number, and patients/applicant's name. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.

## OHIP – Accounts Receivable

**Location:** Financial Control Unit, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24 and s.48. **Types of Information Maintained:** Name, age, sex, address, OHIP number, OHIP subscriber's name, telephone number, marital status, employment history, financial information, OHIP claims, history of claims payments or premium payments, legal opinions, staff recommendations. **Uses:** Recover overpayments; respond to inquiries; provide statistics. **Categories of Users:** Subrogation, Recovery and Collection staff, authorized ministry officials, Legal Services Branch counsel. **Categories of Individuals in Bank:** Physicians and practitioners from whom overpayments are to be recovered, directors and officers of corporate employers and collectors responsible for defaults in group premium payments, ineligible recipients of OHIP benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Senior Manager, Financial Control Unit, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6487.

## Ontario Senior Citizens' Privilege Cards – Applications and Returned Cards

**Location:** Finance and Accounting Branch, Insurance Accounting Section, and Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Types of Information Maintained:** Name, current and previous

address, age, Social Insurance Number, copy of immigration or citizenship documents, birth certificate, effective date of eligibility, eligibility number, old age security number. **Uses:** Determine eligibility for the Drug Benefit Plan; record requests for replacement cards; produce mailing lists; respond to inquiries. **Categories of Users:** Branch administrative staff, program officials. **Categories of Individuals in Bank:** Ontario senior citizens. **Policies and Practices – Storage:** Paper, plastic (returned cards). **Retrievability:** Approval or effective date of eligibility and name. **Access Controls:** Locked cabinets and storage areas. **Retention and Disposal:** One year, then destroyed; returned cards retained for 6 months, then destroyed. **Official Responsible:** Head, Drug Benefit Plan Payment Unit, P.O. Box 78, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

## Out-of-Province Travel

**Location:** Operations Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.35. **Types of Information Maintained:** Name of insured person, OHIP number and name in which coverage is registered, address, reason for absence, expected date of return, notice of return and staff decisions regarding cancellation. **Uses:** Assess eligibility for continued OHIP coverage; provide case information to Health Services Appeal Board; respond to inquiries. **Categories of Users:** Enrolment and claims-processing staff, special committee, Health Services Appeal Board, authorized officials. **Categories of Individuals in Bank:** Insured persons notifying the plan of a temporary absence (exceeding three months) from Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of insured person or of person in whose name OHIP coverage is registered. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-5273.

## Oxygen/Allergen Suppliers – Master File

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Types of Information Maintained:** Name, address, supplier account number, telephone number and emergency mailing codes. **Uses:** Allocate payment of claims; generate appropriate remittance advice. **Categories of Users:** Unit administrative staff, Drug Programs Branch staff. **Categories of Individuals in Bank:** Suppliers of oxygen therapy and allergen extract. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and account number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.



## Practitioner Registry (HRR)

**Location:** Professional Services Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.21 to s.24. **Types of Information Maintained:** Name, OHIP registration number, address, telephone number of provider or provider group, names of group members, sex, professional qualifications, specialty and licensing information with effective dates, fee payment information, billing information including option status, submission, billing agent, source-document numbers, practitioner's OHIP registration numbers, hospitals where physician/practitioner has privileges, name of university. **Uses:** Confirm entitlement; determine manner in which fees are to be paid; generate mailing information; monitor practitioners' billings; identify practitioners for payment recovery purposes; produce lists of participating physicians, registered physicians and hospitals; respond to inquiries; provide statistics. **Categories of Users:** Staff of Operations Branch, Professional Services Branch, and Subrogation, Recovery and Collections, authorized ministry officials, Legal Services Branch staff, Ontario Drug Benefit Plan program staff, Finance and Accounting Branch staff. **Categories of Individuals in Bank:** Practitioners in Ontario and some from outside Ontario applying for OHIP registration. **Policies and Practices – Storage:** Paper, computer, microfiche, microfilm. **Retrievability:** OHIP registration number or name or microfilm number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Director, Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.

## Recoverable Bursaries

**Location:** Central Accounting, Accountable and Collection Unit, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Types of Information Maintained:** Name, address, financial data, agreements, correspondence, repayment details. **Uses:** Set up accounts receivable; recover bursary assistance. **Categories of Users:** Underserviced Area Program staff, recoverables collection clerk. **Categories of Individuals in Bank:** Bursary recipients repaying awards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Accountable and Collection Supervisor, Accountable and Collection Unit, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3160.

## Special Authorization Oxygen Catalogue

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Original copy of Special Authorization request from doctor for participant's enrolment in the Drug Benefit Plan, doctor's name and address, prescription details, patient's name, eligibility number, supplier's name and address. **Uses:** Verify authorization for

participation in Drug Benefit Plan. **Categories of Users:** Unit administrative staff. **Categories of Individuals in Bank:** Participants in the Drug Benefit Plan to receive oxygen therapy. **Policies and Practices – Storage:** Paper. **Retrievability:** Supplier's name and participant's name. **Access Controls:** Cabinets in locked room. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Head, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

## Subrogation and Workers' Compensation Cost-Recovery Records

**Location:** Financial Control Unit, 51 Queen Street, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.1(h), s.35 to s.42, s.52(5). **Types of Information Maintained:** Subrogation file number, name, OHIP number, name of OHIP subscriber, age, sex, accident information, OHIP claims history, medical information, employment information, Worker's Compensation Board coverage information, Social Insurance Number, OHIP enrolment history, settlement information, legal opinions, staff recommendations. **Uses:** Recover costs; assure future payment for insured services; answer inquiries; obtain reimbursement from Workers' Compensation Board; provide statistics. **Categories of Users:** Subrogation staff, authorized ministry officials, Legal Services Branch staff. **Categories of Individuals in Bank:** Insured individuals injured by another person or in the course of their employment, other individuals involved in the accident. **Policies and Practices – Storage:** Paper. **Retrievability:** Subrogation file number correlated to name of insured person. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after case closed, then destroyed. **Official Responsible:** Senior Manager, Financial Control Unit, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-5487.

## Communications and Information Branch

The branch promotes programs and policies through the dissemination of information to the public, the media and health care providers.

## Personal Information Banks

None

## Community Health

The group is responsible for responding effectively to outbreaks of disease. It supports health units in the community, manages home care services, Health Service Organizations and community health programs. Also responsible for detecting communicable diseases, ensuring high standards for medical laboratories and specimen collection centres, and coordinating and initiating plans and activities to promote healthy lifestyles. The group comprises: Laboratory Services Branch; Health Promotion Branch; and Community and Public Health Division including the Chief Medical Officer of Health.

## Personal Information Banks

Contain laboratory test results used by health care professionals for the management, treatment and diagnosis of disease and by private citizens for management of their drinking water. Also contain information concerning newborn screening, home care, long-term placement, school health, public health and perinatal mortality systems and services.

### Ambulatory Care Incentive Program (ACIP)

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name of rostered person, acute hospital utilization information respecting rostered persons in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Determine eligibility for ACIP payment to HSOs; monitor ACIP calculations for CHCs; provide information to HSOs and CHCs reporting hospital use by rostered members; compare rates of hospital use and days of use between HSOs and CHCs by district and province. **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division and Audit Branch. **Categories of Individuals in Bank:** HSO and CHC rostered members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Individual's HSO/CHC number, name, OHIP number, date of birth, sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Approved Licensed Laboratory Services – Reports

**Location:** Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Total number of laboratory services rendered per month per OHIP fee-schedule code for licensed laboratories, practitioner's number and name of laboratory. **Uses:** Provide information on types of services rendered and number of billings submitted for payment; monitor laboratory operations for adherence to licence; prepare public-interest evaluation reports. **Categories of Users:** Branch administrative staff, ministry auditors. **Categories of Individuals in Bank:** Private laboratory owners. **Policies and Practices – Storage:** Paper. Official data in Insurance Claims Branch. **Retrievability:** Month, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1032.

**Chest-Disease Service (patient index and records, abnormal x-rays, register of patients with inactive and prophylaxis tuberculosis)** [Service discontinued December 1982.]

**Location:** Ontario Government Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, medical history of patients (living and deceased) with chest diseases, clinic report, drug report, outpatient report, prescription and treatment record, name, address, sex and age, x-ray number, chart number and x-ray film, history of tuberculosis, treatment, occupation contacts. **Uses:** Maintain a cumulative record of patients' medical histories in order to provide information for diagnosis and treatment; provide information for retrospective research studies for ministries and outside agencies. **Categories of Users:** Physicians, hospitals, branch administrative clerk. **Categories of Individuals in Bank:** Patients with tuberculosis or chest abnormalities. **Policies and Practices – Storage:** Paper, cards, microfilm, x-rays. **Retrievability:** Patient's surname, x-ray film number and patient's case number. **Access Controls:** Restricted access and codes. **Retention and Disposal:** Patient records/index retained 40 years, then transferred to archives; x-rays retained 25 years, then destroyed; register retained 30 years, then transferred to archives. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Communicable Diseases – Patient Files

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, age, sex, medical history, nature of illness, laboratory results, treatments. **Uses:** Surveillance purposes; epidemiological research. **Categories of Users:** Senior medical consultants, Disease Control and Epidemiology Service (DCES), data clerks and supervisor. **Categories of Individuals in Bank:** Individuals with reportable communicable diseases. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of local health agency and name of disease. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Communicable Diseases and Zoonoses – Laboratory Test Results

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, family doctor's name, diagnosis, results of serology tests for communicable disease including Rubella, Diphtheria, Dysentery, Hepatitis, intestinal parasites, Pertussis, Paul Bunnell, E. Coli, meningial infections, or zoonotic diseases (toxoplasmosis, brucellosis, salmonellosis, leptospirosis). **Uses:** Obtain information concerning diseases; maintain workload statistics; conduct epidemiological research; develop and apply suitable control procedures. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service (DCES), data clerks and supervisor in

Data Support Section (DSS). **Categories of Individuals in Bank:** Patients with communicable or zoonotic diseases. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, name of disease, geographic location and date of report/test. **Access Controls:** Locked cabinets. **Retention and Disposal:** Communicable disease records retained two years and zoonotic disease records retained one year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Community Health Reimbursement System

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, financial information on rostered members in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide HSO capitation payment and subtract capitation negotiation; provide ministry and HSO/CHC sponsor's program with management information on medical services provided in all medical specialties. **Categories of Users:** HSO/CHC program coordinators, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Information and Systems Division staff, Audit Branch and authorized OHIP staff. **Categories of Individuals in Bank:** HSO and CHC rostered members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth, or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Community Health Roster System

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, OHIP number, date of birth, sex, medical information. **Uses:** Develop and maintain client records for Health Services Organizations (HSOs) and Community Health Centres (CHCs). **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division, Audit Branch, authorized OHIP staff. **Categories of Individuals in Bank:** OHIP subscribers and dependants enrolled with HSOs and CHCs. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth, or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Computer-Assisted Public Health Inspection

**Location:** Data Support Service, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984,

c.55, s.227. **Types of Information Maintained:** Business owner's name, address, health unit inspector's and area inspector's telephone numbers. **Uses:** Schedule inspections of establishments; record statistics on the frequency of inspections. **Categories of Users:** Public Health inspectors in health units, data liaison officer, senior consultants, Public Health Branch staff. **Categories of Individuals in Bank:** Owners of establishments to be inspected. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or number of establishment. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Data Liaison Officer, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1346.

### Computer-Assisted School Health Services

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Immunization of School Pupils Act, S.O. 1982, c.41; as amended, S.O. 1983, c.76; S.O. 1984, c.62. **Types of Information Maintained:** Name, age, sex, health status and immunization records. **Uses:** Provide information on the health of school children. **Categories of Users:** Public Health nurses in the immunization program, data liaison officer. **Categories of Individuals in Bank:** School children in Ontario. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name of local health agency and number of health unit, Social Insurance Number or nine-digit number assigned by health unit. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Variable, then transferred to archives. **Official Responsible:** Data Liaison Officer, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1346.

### Congenital Anomalies Surveillance

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Types of Information Maintained:** Name, address, congenital anomaly, number and rate of specific congenital anomaly by county, trimester or month of birth, calendar year and residence of mother. **Uses:** Review incidence and trends of specific congenital anomalies; assess the need for follow-up action; assist in planning for services. **Categories of Users:** Ministry health planners. Aggregate statistics available to researchers, health units, district health councils, epidemiologists, staff of the Ministry of Environment and Ministry of Labour. **Categories of Individuals in Bank:** Newborns with congenital anomalies. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Residence (county), anomaly, and name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

### Encounter System (community health)

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Patient name, address,



encounters (visits), service provided by Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide audit assurance that services are delivered in HSOs and CHCs; provide program-wide service data to HSO/CHC program; provide aggregate statistical reports to HSO/CHC sponsors for management planning, and research studies. **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Audit Branch staff. **Categories of Individuals in Bank:** HSO/CHC patients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Food and Food Poisoning – Laboratory Reports

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, place of eating, foods eaten, treatment received, family doctor, tentative diagnosis, laboratory results. **Uses:** Surveillance of the quality of food in the province; establish criteria for sampling and interpreting results; maintain epidemiological overview of outbreaks of food-borne disease. **Categories of Users:** Public Health veterinary consultants. **Categories of Individuals in Bank:** Individuals suspected of having food poisoning. **Policies and Practices – Storage:** Paper. **Retrievability:** Health unit, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Senior Veterinary Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Immigrant Medical Services – Patients' Tuberculosis Records

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, date of birth, chest x-ray data, country of origin, diagnosis, recommendations, file number. **Uses:** Surveillance of immigrants with abnormal chest findings; provide statistics. **Categories of Users:** Senior medical consultant, administrative secretary. **Categories of Individuals in Bank:** Immigrants with abnormal chest x-rays. **Policies and Practices – Storage:** Cards. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Immigrant Patient Chest-Disease Records (active and inactive)

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name,

address, date of birth, medical history from country of origin, diagnosis and pertinent sponsorship data. **Uses:** Maintain a cumulative record of immigrants with active or inactive tuberculosis applying for entry into Canada; assist sponsor in bringing relatives who did not pass Immigration Department health requirements to Ontario. Not used for treatment purposes. **Categories of Users:** Senior medical consultant and administrative secretary. **Categories of Individuals in Bank:** Individuals with active or inactive tuberculosis applying to immigrate. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** Files of individuals granted entry retained one year; those of individuals not granted entry retained two years, then transferred to archives. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Immigrant Surveillance Forms

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Names, address, origin, intestinal parasites, diagnosis, copies of letter to health agencies. **Uses:** Inform local health agencies of immigrants in their area who should be kept under health surveillance. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service (DCES) staff, data clerk and supervisor. **Categories of Individuals in Bank:** Immigrants with intestinal parasites. **Policies and Practices – Storage:** Paper. **Retrievability:** Health unit, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Physician-Manager, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Laboratory Proficiency Testing Program (LPTP)

**Location:** Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Billing lists for LPTP tests, legislation and policy and procedures relating to the testing program, minutes of conjoint committee. **Uses:** Supply ministry's central accounting division and the Ontario Medical Association with information required for the billing and proficiency-testing of laboratories. **Categories of Users:** Branch administrative staff, Finance and Accounting Branch staff, Ontario Medical Association (LPTP). **Categories of Individuals in Bank:** Owners of licensed laboratories. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1032.

### Laboratory Specimen-Data Sheets

**Location:** Central Public Health Laboratory, 81 Resources Road, Weston. Also regional public health laboratories in Hamilton, Kingston, London, Orillia, Ottawa, Palmerston,



Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, and Windsor. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25. **Types of Information Maintained:** Name, date of birth, sex, health, medical history, physician's name, test results and analyses. **Uses:** Provide a record of laboratory tests; compile statistics. **Categories of Users:** Branch and ministry administrative staff (statistical data only), physicians (treatment of patients), private citizens (quality of drinking water only). **Categories of Individuals in Bank:** Medical patients, private citizens, public health agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, number or alpha-numeric indicator. **Access Controls:** Locked cabinets and storage rooms. **Retention and Disposal:** Water quality records retained three months, then destroyed; other records retained one year, then destroyed. **Official Responsible:** Director, Laboratory Services Branch, Box 9000, Terminal A, Toronto, Ontario, M5W 1R5, telephone: (416) 248-3161.

### Leprosy Case Register and Progress Reports

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg.162/84. **Types of Information Maintained:** Name, address, age, sex, country of birth, medical history, laboratory findings and treatment. **Uses:** Update leprosy register; organize distribution of drugs; record program activities; compile statistics. **Categories of Users:** Senior Medical Consultant, Disease Control and Epidemiology Service staff, ministry consultant on leprosy, Data Support Section data clerk and supervisor, Ontario Government Pharmaceutical and Medical Supply Service staff (distribution data only). **Categories of Individuals in Bank:** Individuals with active leprosy. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, disease. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Licensing – Specimen Collection Centres, Hospital and Private Laboratories

**Location:** Laboratory Licensing and Inspection Services, 6th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Name, address, age, copy of licence, inspection reports, public-interest evaluation reports, invoices, qualifications, employment eligibility of staff, rationale for refused or cancelled licence. **Uses:** Maintain record of licensing history (renewal, cancellation, refusal, inspections, action taken by the licensee and the ministry); control, management, and statistical purposes. **Categories of Users:** Branch administrative staff, Inspection Service inspectors, Legal Branch staff, Laboratory Review Boards. **Categories of Individuals in Bank:** Applicants for laboratory licences, owners and operators of licensed laboratories and specimen collection centres. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, licence number. **Access Controls:** Locked cabinets in a locked room. **Retention and Disposal:** 13 years, then destroyed; select

refused applications to archives. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1032.

### Maternal Mortality

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.60; R.R.O. 1980, Reg. 865. **Types of Information Maintained:** Record of maternal deaths by cause, age, hospital, location of death and residence of women. **Uses:** Study causes and trends in maternal deaths in Ontario. **Categories of Users:** Ontario Medical Association Maternal Welfare/Perinatal Committee. **Categories of Individuals in Bank:** Women who died while pregnant or within 90 days after delivery. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and year of death. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

### Newborn Screening Program for Inborn Errors of Metabolism

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Types of Information Maintained:** Name, date of birth, hospital of birth, residence, parents' names, diagnosis with treatment. **Uses:** Identify and treat infants with Phenylketonuria (PKU) and congenital hypothyroidism (CH); compile statistics on the incidence and trends of these diseases. **Categories of Users:** Regional treatment consultants, provincial laboratory staff, the Advisory Committee on Inborn Errors of Metabolism. **Categories of Individuals in Bank:** Infants born with PKU and CH. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and disease. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

### Ontario Home Care Administration System (J401 and J404)

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.44; R.R.O. 1980, Reg. 452. **Types of Information Maintained:** Name, address, telephone number, type of service received, provider of the service. **Uses:** Monitor the type and amount of service provided; ensure all cases receive services within the mandate of the program. **Categories of Users:** Local Home Care Program directors and case managers, Ministry of Health Home Care Program consultants, coordinator and auditors. **Categories of Individuals in Bank:** Individuals admitted to local Home Care Program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Home Care Program number, month and year. **Access Controls:** Restricted access, locked rooms, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Coordinator, Home Care Program, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1364.

## Perinatal Mortality Data

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.61; R.R.O. 1980, Reg. 865. **Types of Information Maintained:** Perinatal mortality data by number and rates by hospital of birth, residence of mother, birth weight of infants, health region, county, calendar year and gestational age, previous pregnancy. **Uses:** Review the incidence and trends of perinatal mortality in relation to services provided and other variables; plan services in prenatal, obstetrical, perinatal and infant care. **Categories of Users:** Family Health staff. Aggregate information provided to health planners, hospitals, obstetric staff, district health councils, perinatologists, perinatal centres, health units, epidemiologists, staff involved in studies or research regarding reproductive outcomes. **Categories of Individuals in Bank:** Stillborns and infants that die within 28 days after birth. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of birth, address and birth weight. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

## Professional Credentials – Inactive Nurses

**Location:** Ontario Government Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, s.95(5)(f)(vi). **Types of Information Maintained:** Name, address, Ontario nursing education qualifications and credentials, local health agency employment history. **Uses:** Evaluate the credentials and qualifications of nurses. **Categories of Users:** Public Health staff. **Categories of Individuals in Bank:** Public Health nurses trained in Ontario and formerly employed in local health agencies, bursary recipients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Location codes, locked storage area. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Senior Public Health Nursing Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

## Rabies Report

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 292/84. **Types of Information Maintained:** Name, address, degree of contact with suspected rabid animals. **Uses:** Decide whether or not an individual should receive anti-rabies vaccine; compile statistics. **Categories of Users:** Veterinary consultants, Disease Control and Epidemiology Service data clerk and supervisor, Data Support Services staff. **Categories of Individuals in Bank:** Individuals who have been in contact with suspected rabid animals. **Policies and Practices – Storage:** Paper. **Retrievability:** Health unit, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Tuberculosis Admission/Separation Cards [Service discontinued December 1982.]

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, case number, name and location of institution, sex, country of birth, occupation, medical history, date of admission/separation and health on discharge. **Uses:** Update tuberculosis register card; respond to inquiries from clinics, hospitals, laboratories and medical officers of health. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, data clerk. **Categories of Individuals in Bank:** Patients admitted or discharged from institutions for the treatment of tuberculosis. **Policies and Practices – Storage:** Cards. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Tuberculosis Cases and Treatment Reports for Statistics Canada (outpatients)

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, sex, residence, marital status, date of birth, country of birth, year of arrival in Canada, details of diagnosis, previous chemotherapy, vaccinations, bacillary status and relevant medical history, prophylactic and drug treatment. **Uses:** Compile statistics for submission to Statistics Canada as required by federal health legislation. **Categories of Users:** Senior medical consultants, Disease Control and Epidemiology Service staff, data clerk and supervisor. **Categories of Individuals in Bank:** Outpatients with tuberculosis. **Policies and Practices – Storage:** Cards. **Retrievability:** Register number and year of notification. **Access Controls:** Computer password, restricted access. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, sex, marital status, occupation, OHIP number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin. **Uses:** Provide a complete roster of identified tuberculosis patients in Ontario; provide information to public health units and private physicians on previous treatment and stage of disease; update register; provide statistics and a numeric cross-reference for reporting cases to/from Statistics Canada. **Categories of Users:** Senior medical consultant, Disease Control and

Epidemiology Service staff, data clerk and supervisor. **Categories of Individuals in Bank:** Individuals with active or reactivated tuberculosis. **Policies and Practices – Storage:** Cards, paper. **Retrievability:** Name, registry number and year of last activity. **Access Controls:** Locked cabinets. **Retention and Disposal:** Register and index retained 30 years after patient's death, then transferred to archives; notification records retained one year, then destroyed; nominal roll retained 30 years, then destroyed. **Official Responsible:** Senior Medical Consultant, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Typhoid and Paratyphoid Carriers File

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, date of birth, sex, relevant medical history. **Uses:** Compile a cumulative case history; surveillance of typhoid and paratyphoid carriers. **Categories of Users:** Senior medical consultant in Disease Control and Epidemiology Service, data clerk, and supervisor in the Data Support Service. **Categories of Individuals in Bank:** Typhoid and paratyphoid carriers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Venereal Disease – Contact Cards and Related Correspondence

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 163/84. **Types of Information Maintained:** Name, address of venereal disease (VD) contact in North America. **Uses:** Trace and notify VD contacts; compile statistics. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, branch administrative secretary, Data Support Section data clerk and supervisor. **Categories of Individuals in Bank:** Residents having had contact with persons residing outside Ontario infected with VD, and persons residing outside Ontario having had contact with residents infected with VD. **Policies and Practices – Storage:** Paper, cards. **Retrievability:** Patient's name, contact's names. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Venereal Disease Control – Patient Case Files

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, sex, venereal disease diagnosis, general medical history, information related to general diseases.

**Uses:** Enable physicians, clinics, hospitals and health units to monitor and control venereal disease. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, data clerk; supervisor, public health nurses. **Categories of Individuals in Bank:** Registered syphilis patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after death or until 80th birthday, whichever is later, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Emergency and Special Health Services

The group provides a single focus for emergency health services in Ontario, a safe and rapid transit system to appropriate health facilities, and ensures the availability and supply of medically necessary drugs and specialized assistive devices and supplies to eligible residents. The group comprises the Ambulance Services Branch and the Drugs and Devices Division.

### Personal Information Banks

Contain information on individuals treated by ambulance attendants or paramedics, transported by the Ontario ambulance system or transferred by out-of-province land ambulance. Also contain information on the certification of Emergency Medical Care Assistants, patient assessment, operation, licensing and investigation of ambulance services, complaints, individuals eligible to receive drug benefits and assistive devices.

### Advanced Life-Support Call Reports

**Location:** Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 15, Part VI. **Types of Information Maintained:** Name, age, sex, assigned number, type of emergency, treatment given. **Uses:** Maintain work log; research and plan paramedic services. **Categories of Users:** Emergency care officials, doctors, Ambulance Services Branch staff. **Categories of Individuals in Bank:** Patients assessed and/or treated by ambulance attendants and paramedics. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Assigned number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Advanced Life-Support Program, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1178.

### Air Ambulance Claims and Review Files

**Location:** Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, address, OHIP number, diagnosis, date of service, amount paid/reimbursed, names of hospitals, air and land carriers. **Uses:** Review



ambulance claims; provide a record of payment. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Patients transferred by air and out-of-province land ambulance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, cross-referenced to number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Operations Supervisor, Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2643.

#### Ambulance Services – Budgets and Settlements

**Location:** Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, address, financial data, budget requests, approval, year-end expenditure statements. **Uses:** Ensure ambulance operators operating within approved budgets. **Categories of Users:** Ambulance Services inspectors, licensing officials. **Categories of Individuals in Bank:** Ambulance-service operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

#### Ambulance Services – Investigation Reports, Inquiries, Complaints

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, investigation documents, evidence, statements, exhibits. **Uses:** Document inquiries and complaints; make recommendations for legal purposes. **Categories of Users:** Ambulance Services Branch officials, Ontario Provincial Police. **Categories of Individuals in Bank:** Citizens laying complaints about ambulance or dispatch services. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name, number, complainant's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after issue resolved, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

#### Ambulance Services – Human Resources Inventory

**Location:** Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.31; R.R.O. 1980, Reg. 14. **Types of Information Maintained:** Name, sex, driver's licence number and class code, Ontario Ambulance Service Information System (OASIS) employee number, immigration status, date hired, pertinent academic qualifications and renewal dates. **Uses:** Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation. **Categories of Users:** Ambulance Services Branch officials, ambulance-service operators. **Categories of Individuals in Bank:** Employees of the Ontario ambulance system. **Policies and Practices – Storage:** Paper,

computer. **Retrievability:** Service name and number, employee name and number. **Access Controls:** Locked cabinets in locked room, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

#### Ambulance Services – Service Profile

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.3, s.4 and s.5; R.R.O. 1980, Reg. 14, s.7, s.8 and s.9. **Types of Information Maintained:** Name, address, application for licence renewal, letters patent, articles of incorporation, list of board members, copy of licence. **Uses:** Process licences to operate an ambulance service; invoicing. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Licensed ambulance services. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name and number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after service ceases operations, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Service, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

#### Assistive Devices – Patients' Financial Records

**Location:** Assistive Devices Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, financial information, vendor's invoice for equipment, diagnosis, physician's authorization. **Uses:** Identify and verify type and quantity of device received; respond to inquiries from vendors and health care professionals; prepare budget; audit purposes. **Categories of Users:** Administrative staff, professional program consultant, Audit Branch staff. **Categories of Individuals in Bank:** Individuals receiving assistance under the Assistive Devices Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Voucher list number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1956.

#### Assistive Devices – Patients' Prescription Records

**Location:** Assistive Devices Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, diagnosis, prescribed equipment, physician's authorization. **Uses:** Determine eligibility. **Categories of Users:** Administrative staff, professional program consultants, Audit Branch staff. **Categories of Individuals in Bank:** Individuals applying for assistance under the Assistive Devices Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1956.



## Critical Care Patients – Transfer Files

**Location:** Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20.

**Types of Information Maintained:** Name, age, sex, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer. **Uses:** Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics. **Categories of Users:** Ambulance services officials, attending physicians. **Categories of Individuals in Bank:** Patients using the ministry's air ambulance. **Policies and Practices – Storage:** Paper. **Retrievability:** Number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Operations Supervisor, Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2643.

## Drug Benefit Plan – Eligibility

**Location:** Drug Programs and Policy Branch, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.24 and s.25. **Types of Information Maintained:** Name, age, mailing address. **Uses:** Assess drug claims submitted for reimbursement by pharmacies. **Categories of Users:** Drug Program Branch staff, Finance and Accounting Branch staff. **Categories of Individuals in Bank:** Individuals receiving drug benefits. **Policies and Practices – Storage:** Computer. **Retrievability:** Eligibility number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Pharmaceutical Services, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K1, telephone: (613) 548-6553.

## Drug Benefit Plan – Special Authorizations

**Location:** Drug Programs and Policy Branch, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.24 and s.25. **Types of Information Maintained:** Name, drug prescribed by physician. **Uses:** Authorize payment of drugs not listed in the Drug Benefit Formulary. **Categories of Users:** Program staff, Finance and Accounting staff. **Categories of Individuals in Bank:** Individuals receiving drug benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Authorization number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Pharmaceutical Services, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K1, telephone: (613) 548-6554.

## Emergency Medical Care Assistants (EMCA)

**Location:** Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Types of Information Maintained:** Name, address, education examination, results, appeals, certificate, proof of completion of requirements to take the exam. **Uses:** Verify that requirements for certification are met; evaluate creden-

tials. **Categories of Users:** Education Services manager, certification administrator, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Categories of Individuals in Bank:** Students and Ambulance Services Branch staff applying for certification as Emergency Medical Care Assistants. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Education Services, Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2634.

## Fundamentals of Casualty Care (FCC)

**Location:** Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Types of Information Maintained:** Name, address, education examination, results, examination answer sheet, marking sheets and results, copy of certificate. **Uses:** Verify completion of course; certify staff; evaluate credentials. **Categories of Users:** Education Services manager, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Categories of Individuals in Bank:** Persons employed in Ambulance Services prior to 1 August 1975 and exempted from the requirement to be certified as an Emergency Medical Care Assistant. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, service name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Education Services, Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2634.

## Incident Reports and "Vital Signs Absent" Reports

**Location:** Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.32; R.R.O. 1980, Reg. 14. **Types of Information Maintained:** Name, address, sex, record of unusual occurrences, unusual delays, suspicious circumstances, equipment deficiencies, interferences in the provision of ambulance services. **Uses:** Document situations where corrective action may be required or where loss of life has occurred due to unusual or suspicious circumstances. **Categories of Users:** Ambulance Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police. **Categories of Individuals in Bank:** Ambulance and dispatch services staff involved in the situation. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years after the date of the last notation made to the file, then destroyed. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Inspection Reports

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, address, ambulance service inspection

reports, photographs of vehicles and equipment. **Uses:** Record recommendations to improve quality of services; ensure compliance with legislation; provide history of ambulance-service performance. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Ambulance Services Branch staff and personnel funded by ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after service ceases operations, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Licences – Revocation and Appeals Files

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.11; Health Facilities Special Orders Act, S.O. 1983, c.43. **Types of Information Maintained:** Name, address, data concerning non-compliance with Ambulance Act. **Uses:** Documents grounds for licence revocation. **Categories of Users:** Ambulance services officials, Ontario Provincial Police. **Categories of Individuals in Bank:** Ambulance-service operators subject to investigations leading to licence revocation proceedings. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after completion of all appeals and/or service ceases operations, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Ontario Ambulance Services Information System (OASIS) – Dispatch Call Record (AS5-D) and Patient Call Report (AS5-A)

**Location:** Corporate Information Resource Centre, 1st Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, address, nature and cause of injury, illness, patient condition and change in condition, time sequencing of the ambulance call. **Uses:** Bill for patient's copayment fee; provide legal documentation; compile statistics. **Categories of Users:** Ambulance Services Branch officials, physicians, hospital billing departments. **Categories of Individuals in Bank:** Patients treated or transported by the Ontario ambulance system. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** OASIS number cross-referenced to patient call report. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Administration and Special Projects Coordinator, Ambulance Services Branch, Technical Services Section, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2636.

## Institutional Health

The group is responsible for the provision of institutional health care services which include developing new and alternative approaches to and policies for funding institutional care, formulating budgets for capital and operating

costs, obtaining consulting services, maintaining liaison with institutions, and providing adequate, appropriate and efficient nursing-home care. The group comprises the Institutional Division and the Nursing Homes Branch.

## Personal Information Banks

Contain medical information on patients of private hospitals and nursing homes and information concerning licensing, complaints and defunct nursing homes.

## Nursing Homes – Complaints Register

**Location:** Regional offices in Toronto, London and Ottawa. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Nursing Homes Act, S.O. 1984. **Types of Information Maintained:** Date of licensing and name of nursing home, complainant's name, nature of complaint and mode, date given to inspector, date of investigation, name of inspector and findings. **Uses:** Compile statistics. **Categories of Users:** Regional supervisors, inspectors, director, manager, administrative assistant, coordinators. **Categories of Individuals in Bank:** Nursing-home staff, residents and residents' representatives. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of complaint and name of home. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

## Nursing Homes – Incident Reports

**Location:** Regional offices in Toronto, London and Ottawa. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1984, c.55, s.223; R.R.O. 1980, Reg. 690. **Types of Information Maintained:** Records of injury, medication and treatment errors, incidents of assault and fire, cases of communicable disease or death resulting from an accident or undetermined cause. **Uses:** Alert Nursing Homes Branch staff to incidents requiring investigation; provide statistics. **Categories of Users:** Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. **Categories of Individuals in Bank:** Residents and staff of nursing homes involved in incidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of home and date of incident. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

## Nursing Homes – Licence Files

**Location:** Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1984, c.55, s.223. **Types of Information Maintained:** Name and address of licensee, name and address of nursing home, names and addresses of officers and directors of company. **Uses:** Licensing. **Categories of Users:** Director, manager, coordinators, senior clerk (licensing) of Nursing Homes Branch. **Categories of Individuals in Bank:** Licensee, officers and

directors of nursing homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of licensee, officers and directors. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

### Nursing Homes – Residents' Files (closed nursing homes)

**Location:** Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1984, c.55, s.223. **Types of Information Maintained:** Name, age, medical and drug history of resident, examinations, diagnoses, physician's orders and progress notes, billing and other accounting information. **Uses:** Investigations and statistics. **Categories of Users:** Director, manager, regional supervisors, coordinators, administrative assistant, inspectors and investigators from Coroner's Office. **Categories of Individuals in Bank:** Discharged or deceased residents of closed nursing homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Patient's name; index by nursing home. **Access Controls:** Locked cabinets. **Retention and Disposal:** Files of deceased residents retained five years; files of discharged residents retained 20 years, then destroyed. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

### Private Hospitals – Patients' Medical Records (closed private hospitals)

**Location:** Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Private Hospitals Act, R.S.O. 1980, c.389; as amended, S.O. 1984, c.55, s.226; R.R.O. 1980, Reg. 799 s.7 to s.10. **Types of Information Maintained:** Name, sex, medical history, age. **Uses:** Satisfy legislative requirements for hospital patient records. **Categories of Users:** Administrative staff for repository purposes, patients or their legal representatives. **Categories of Individuals in Bank:** Former patients of closed private hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of hospital, patient's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Branch Director, Institutional Operations, 7th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-8161.

## Legal Branch

The branch provides general legal services.

### Personal Information Banks

None

## Mental Health

The group is responsible for planning, developing and implementing policies and programs for the effective coordination and delivery of mental health services. It directs the

operation of the ten provincial psychiatric hospitals; supports community mental health programs, alcohol- and drug-dependency programs and the Homes of Special Care Program; and supports the Clarke Institute of Psychiatry, the Addiction Research Foundation and the Ontario Mental Health Foundation. The group comprises the following branches: Mental Health Operations; Community Mental Health; and Mental Health Planning.

### Personal Information Banks

Contain information on the assessment, care and treatment of psychiatric patients in provincial psychiatric hospitals and on individuals with special needs or with placement problems in the area of mental health.

### Patients' Financial Records and Records of Belongings

**Location:** All provincial psychiatric hospitals. Refer to the local telephone directory for addresses. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(a), (b) and (g), s.6(2)(d); Mental Hospitals Act, R.S.O. 1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, s.5, s.29(3)(f), s.29(4), s.65(1)(b)(iii) and (v), and s.65(1)(f), (g) and (o). **Types of Information Maintained:** Name, requisitions, debit slips, statements for patient's money, financial transactions and record of belongings. **Uses:** Monitor financial resources of patients; obtain money from public trustee; provide record of belongings and financial transactions. **Categories of Users:** Financial staff, auditors, clinical staff. **Categories of Individuals in Bank:** Inpatients, outpatients and discharged patients. **Policies and Practices – Storage:** Cards, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after death or termination of custody and after clearance with relevant trustees, then destroyed. **Official Responsible:** Director, Mental Health Operations Branch, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6236.

### Service Inquiries (planning) – Case Files

**Location:** Corporate Information Resource Centre, 7th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Mental Hospitals Act, R.S.O. 1980, c.263, s.5, s.6, and s.7; Ministry of Health Act, R.S.O. 1980, c.280, s.5. **Types of Information Maintained:** Name, medical information, related correspondence. **Uses:** Resolve problems concerning placement and the provision of services to individuals with special needs or in special circumstances. **Categories of Users:** Staff of Mental Health Planning Branch. Individual case histories released to service providers. **Categories of Individuals in Bank:** Individuals with special needs or in special circumstances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Mental Health Planning Branch, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, M7A 1R3, telephone: (416) 965-5998.

### Service Inquiries (operations) – Client Files

**Location:** Corporate Information Resource Centre, 7th Floor, Hepburn Block, 80 Grosvenor Street, Toronto.



**Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(a), (b) and (g), s.6(2)(d); Mental Hospitals Act, R.S.O. 1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, s.5, s.29(3)(f), s.29(4) and s.65(l)(b)(iii), (v), (f), (g) and (o). **Types of Information Maintained:** Name, medical information, diagnosis and treatment. **Uses:** Resolve problems concerning treatment and the provision of services. **Categories of Users:** Authorized branch and psychiatric hospital staff. **Categories of Individuals in Bank:** Individuals with special needs or in special circumstances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Mental Health Operations Branch, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6236.

## Policy, Planning and Systems

The group is responsible for the ministry's strategic, tactical and operational planning, the development of policy for the minister, the provision of secretariat support to the ministry's management committees, the coordination of management systems and information services, the dissemination of health care data, and the protection of the confidentiality of personal information. Also responsible for interprovincial and federal-provincial relations, French-language health services, and regional health care planning. The group comprises: Policy Development and Research Division; Information and Systems Division; District Health Council Program; and French-Language Health Services.

### Personal Information Banks

Contain information on the planning and evaluation of health care services, placement of patients, bursaries and fellowships for consultants, and the eligibility of immigrant physicians for post-graduate medical training in Ontario.

#### Bursary Program – Dental, Medical, Occupational Therapy, Physiotherapy, Speech and Audiology Practitioners

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 438/83 (Dental); O. Reg. 437/83 (Medical); O. Reg. 194/84 (Occupational Therapy); O. Reg. 769/82 (Physiotherapy); O. Reg. 130/84 (Speech/Audiology). **Types of Information Maintained:** Name, address, education record, confidential report from faculty concerning completion of previous academic year and persons awarded/not awarded bursaries. **Uses:** Evaluate and support decisions to award bursaries. **Categories of Users:** Program consultants, administrative staff. **Categories of Individuals in Bank:** Third-year, fourth-year, and post-graduate dental, medical, physiotherapy, occupational therapy, speech and audiology students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

#### Dental Coach Program – Children's Dental Records

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.12(g). **Types of Information Maintained:** Name, address, medical history, dental examination findings, x-rays, dental treatment provided. **Uses:** Record dental treatment provided. **Categories of Users:** Dental Coach Program staff, program consultant, administrative staff. **Categories of Individuals in Bank:** Pre-school and elementary school children in program areas. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, name of school and name of child. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after last file entry, then destroyed. **Official Responsible:** Senior Dental Consultant, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

#### District Health Council (DHC) Program

**Location:** District Health Council Program, 15 Overlea Boulevard, 6th Floor, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.92, s.9. **Types of Information Maintained:** Name, address, telephone number, professional/employment experience, other associations. **Uses:** Process applications for membership by forwarding to minister; monitor status of application; report on profile of membership. **Categories of Users:** DHC staff. **Categories of Individuals in Bank:** Applicants for District Health Council membership. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, DHC. **Access Controls:** Area Planning Coordinator. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Executive Director, District Health Council Program, 15 Overlea Boulevard, 6th Floor, Toronto, Ontario, M4H 1A9, telephone: (416) 963-0614.

#### Fellowship and Bursary Applications

**Location:** Policy Development and Research Division, Grants Administration Unit, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9; Order in Council 2105/76. **Types of Information Maintained:** Name, address, education, employment history, Social Insurance Number, assessments, contract, record of payments. **Uses:** Decide eligibility and merit for a fellowship or bursary award. **Categories of Users:** Branch administrative staff, staff of the ministry's central accounting section. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Eight years, then destroyed. **Official Responsible:** Manager, Research and Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5887.

#### Hospital Medical Records Institute – Master File

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.29(p). **Types of Information Maintained:** Demographic and clinical data, hospital number, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures. **Uses:** Compile



statistics annually on utilization, morbidity groupings, geographic distribution, surgical procedures, and bed allocations; provide statistics for ad hoc studies by planners, epidemiologists, etc. **Categories of Users:** Branch staff. Aggregate data provided to hospital area teams, area planning coordinators, District Health Councils, Public Health Branch, researchers, and the federal government. **Categories of Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals. **Policies and Practices – Storage:** Computer. **Retrievability:** Hospital number, inpatient register number, inpatient chart number, OHIP number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Hospital Medical Records Institute (HMRI) System

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25; Health Insurance Act, R.S.O. 1980, c.197. **Types of Information Maintained:** Inpatients' demographic, clinical, and insurance information, hospital number, name, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures, other clinical and insurance data. **Uses:** Maintain records of cancer registry, congenital anomalies reporting system, perinatal data files; other applications involving patient-specific data. **Categories of Users:** Authorized staff of Ontario Cancer Treatment and Research Foundation, Health and Welfare Canada, Public Health Branch. Other users receive aggregated data only. **Categories of Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Hospital number, inpatient register number, inpatient chart number, OHIP number, name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

### Inpatient Psychiatric Forms

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Types of Information Maintained:** Facility number, sex, age, date of birth, case number, residence, date of admission, marital status, education, source of referral, method of admission, transfer-in, previous psychiatric admission, diagnosis on admission, transfer-out, disposition, diagnosis on separation, cause of death, date of separation. **Uses:** Compile statistics; evaluate trends in patient movement; provide data for morbidity studies. **Categories of Users:** Branch administrative staff, research staff, Mental Health Branch staff. Aggregate information available to Statistics Canada. **Categories of Individuals in Bank:** Inpatients of psychiatric hospitals and psychiatric units in general public hospitals. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility number, case number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 18 months, then destroyed. **Official Responsible:** Director, Information Resources and Services

Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

### In-Residence Reports

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.378, s.39(n). **Types of Information Maintained:** Hospital number, name and address of hospital, hospital register number, patient's place of residence (city, town or village, county), age, sex, date of last admission, diagnosis. **Uses:** Provide aggregate data on chronic care activity. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Inpatients of chronic-care hospitals as of midnight March 31. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital number, register number, place of residence. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Incident Programs – Dentists, Physicians, Physiotherapists

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.7(a) and (b); R.R.O. 1980, Reg. 658, Part 2 (Dental); R.S.O. 1980, c.280, s.10(b) (Medical). **Types of Information Maintained:** Name, address, education, references. **Uses:** Evaluate eligibility for and support incentive awards to dentists, dental specialists (periodontists only), physicians, medical specialists and physiotherapists to practise in designated underserved areas. **Categories of Users:** Program consultants and administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Senior Consultant/Program Manager, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

### Physicians – Immigration Application Files

**Location:** Policy Development and Research Division, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(2)(b); federal-provincial agreement. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, country of birth, citizenship, address, Employment and Immigration Canada registration number, College of Physicians and Surgeons licence number, name and address of training institution, amount and source of annual income, photograph, marital status, references, education, employment history. **Uses:** Decide eligibility for permanent landed-immigrant status or temporary employment visas; ensure applicants follow criteria for continuing post-graduate status; provide background information, statistics. **Categories of Users:** Manpower Planning Division administrative staff, section consultants, manager and director, Physician Immigration Review Committee. **Categories of Individuals in Bank:** Foreign post-graduate medical students applying for medical training or for landed-immigrant status. **Policies and Practices – Storage:** Paper.

**Retrievability:** Name or assigned file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Health Manpower Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5021.

### Placement and Support Services (PASS)

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(d). **Types of Information Maintained:** Name, OHIP number, date of birth, residence code, date of discharge, date ready for discharge, type of bed occupied, hospital master number, discharge to institution, placement service provided by, optimum placement accommodation, actual placement accommodation, unavailable support services, reason for non-optimum placement, reason for delay in placement. **Uses:** Provide personal identification to verify data; compile statistics on placement load, delays in placement, shortages, replacements, unavailable support services; provide planning information. **Categories of Users:** Editing clerk, computer-support staff, internal ministry consultants; district health councils. **Categories of Individuals in Bank:** Individuals for whom placement services are provided. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinet; computer password. **Retention and Disposal:** Paper retained until data input verified, then destroyed; computer retention not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Psychiatric Hospitals – Annual Census

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Types of Information Maintained:** Hospital number, case book number, sex, county, hospital status, date of birth, method of admission, diagnosis, date of current admission. **Uses:** Compile aggregate data for publication. **Categories of Users:** Ministry consultants, research staff (aggregate data only). **Categories of Individuals in Bank:** Patients in residence at midnight, March 31, or on leaves of absence for three days or less for all psychiatric hospitals. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Hospital number, case book number. **Access Controls:** Locked room, computer password. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Research Applications – Project Grants and Personnel Awards

**Location:** Policy Development and Research Division, Grants Administration Unit, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Project grants – Ministry of Health Act, R.S.O. 1980, c.280, s.9; personnel awards – Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Types of Information Maintained:** Name, education, employment history, assessments, record of payments,

supervisor's name, education and employment list. **Uses:** Decide eligibility and merit for grants and awards; make recommendations for awards. **Categories of Users:** Grants Administration Unit administrative staff, Health Care Systems Research Review Committee, Human Resources Personnel Development Review Committee, Individuals in and outside of government involved in assessing applications. **Categories of Individuals in Bank:** Applicants and supervisors. **Policies and Practices – Storage:** Paper. **Retrievability:** Project number. **Access Controls:** Locked room. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Research and Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5887.

### Tenders and Contracts

**Location:** Executive director's office, Information and Systems Division, 4th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Types of Information Maintained:** Profile, name, address, resume, rates, selection criteria, ranking, contract if awarded. **Uses:** Provide information on tendering for systems development and operations; maintain details on progress of tenders; ensure payment of funds; ensure adherence to the terms of agreement; may be subject to provincial audit. **Categories of Users:** Information and Systems Divisions professional and administrative staff, related clients. **Categories of Individuals in Bank:** Vendors submitting proposals for contract services. **Policies and Practices – Storage:** Paper. **Retrievability:** Tender or contract number. **Access Controls:** Locked cabinets restricted to division administrative staff. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Administrative Assistant, Information and Systems Division, 4th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-8023.

### Therapeutic Abortions Report

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Statistics Act, R.S.C. 1971-72, subject to secrecy requirements of c.15, s.5(a), s.16 and s.251(b); Criminal Code of Canada, R.S.C. 1970, c.34. **Types of Information Maintained:** Hospital name and location, residence of patient, date of birth, marital status, first day of last normal menses, date fetus removed, days of inpatient stay, number of previous deliveries, number of previous abortions, operative procedure, sterilizations, complications. **Uses:** Provide aggregate data for family-planning studies. **Categories of Users:** Branch staff. Aggregate data provided to ministry research staff and Statistics Canada. **Categories of Individuals in Bank:** Individuals receiving therapeutic abortions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Hospital name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

## Task Force on the Implementation of Midwifery

The task force examines and makes recommendations to the Minister of Health and the Minister of Colleges and Universities on the education of and practice arrangements for midwives in Ontario.

### Personal Information Banks

Contain information on the task force members.

#### Task Force Membership List

**Location:** Task Force on the Implementation of Midwifery, 14th Floor, 700 Bay Street, Toronto. **Legal Authority:** Order in Council 968/86. **Types of Information Maintained:** Name, address, telephone number, financial remuneration. **Uses:** Administrative purposes (mailings, travel expense claims). **Categories of Users:** Task force support staff. **Categories of Individuals in Bank:** Task force members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** None. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager of Administration, Task Force on the Implementation of Midwifery in Ontario, 14th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-5094.

## Psychiatric Patient Advocate Office

The office provides advocacy services to patients in provincial psychiatric hospitals.

### Personal Information Banks

Contain information on psychiatric patients requesting the assistance of the Patient Advocate.

#### Psychiatric Patient Advocate Office – Client Files

**Location:** Provincial psychiatric hospitals in Brockville, Hamilton, Kingston, Lakehead, London, North Bay, Penetanguishene, Toronto, St. Thomas, Whitby, Oak Ridges. Refer to the local telephone directory for addresses. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, s.5. **Types of Information Maintained:** Name, age, sex, medical history, nature of communication with advocate and other parties, extractions from clinical record. **Uses:** Maintain a record of the advocacy conducted on behalf of a patient. **Categories of Users:** Patient advocates in psychiatric hospitals, Psychiatric Patient Advocate Office coordinator, executive assistant, legal counsel. **Categories of Individuals in Bank:** Psychiatric patients requesting advocacy services. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and number. **Access Controls:** Locked cabinets and restricted user group. **Retention and Disposal:** Not determined. **Official Responsible:** Provincial Coordinator, Psychiatric Patient Advocate Office, 880 Bay Street, 2nd Floor, Toronto, Ontario, M5S 1Z8, telephone: (416) 927-1575.

## Affiliated Agencies

### Advisory Committee on Genetic Services

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

### Personal Information Banks

None

### Advisory Committee on Inborn Errors of Metabolism

The committee provides advice on newborn screening, and findings of diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

### Personal Information Banks

None

### Advisory Committee on Reproductive Care

The committee provides advice on integrated perinatal services, human-resource needs, statistical data, preventive health care, and basic clinical research into perinatal health.

### Personal Information Banks

None

### Assistive Devices Advisory Committee

The committee is responsible for policy development and service delivery for the Assistive Devices Program which pays approximately 75 percent of the cost of selected and prescribed medical equipment and supplies for young people 22 years of age and under.

### Personal Information Banks

None

### Chiropody (Podiatry) Review Committee

The committee makes recommendations to the general manager of the health insurance division on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Chiropractic Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Dental Personnel Selection Committee

This committee selects and approves graduate dentists for the establishment of practice grants or contracts of service. The committee also selects and approves dental students for the dental bursary program and dental specialists (periodontists only) for the incentive program.

### Personal Information Banks

Contain information on dentists and dental specialists (periodontists) awarded/not awarded incentive grants or professional contracts. Also contain information on third- or fourth-year or post-graduate dentistry students who are awarded/not awarded bursaries.

### Dental Bursary Program

**Location:** Underserved Area Program, 15 Overlea Boulevard, 6th Floor, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 438/83. **Types of Information Maintained:** Name, personal information, education record, confidential report from faculty of dentistry regarding completion of previous academic year. **Uses:** Support and evaluate award of bursaries to third-year, fourth-year and post-graduate dentistry students. **Categories of Users:** Program consultants, administrative staff, Dental Personnel Selection Committee members. **Categories of Individuals in Bank:** Third-year, fourth-year and post-graduate (needed specialty) dentistry students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet with restricted access. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Senior Dental Consultant, Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

### Dentists Incentive Programs

**Location:** Underserved Area Program, 15 Overlea Boulevard, 6th Floor, Toronto. **Legal Authority:** Ministry of Health Act, R.R.O. 1980, Reg. 658, Part II, s.7(a) and (b). **Types of Information Maintained:** Name, personal information, education record, references. **Uses:** Support and evaluate award of incentives to dentists and dental specialists (periodontists only) to practise in designated underserved areas. **Categories of Users:** Program consultants, administrative staff, Dental Personnel Selection Committee members. **Categories of Individuals in Bank:** Dentists, dental specialists (periodontists). **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet with restricted access. **Retention and Disposal:** 10 years, then transferred to archives.

**Official Responsible:** Senior Dental Consultant, Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

## Dentistry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of the Denture Therapists concerning the registration of members and complaints from members or the public.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Denture Therapists Appeal Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Denture Therapists Act, R.S.O. 1980, c.115, s.13. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Review registration; hear complaints and appeals. **Categories of Users:** Denture Therapists Appeal Board and Health Boards Secretariat staff. **Categories of Individuals in Bank:** Denture therapists, complainants, appellants, individuals involved in reviews or hearings of the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant's/appellant's name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Drug Quality and Therapeutics Committee

The committee provides expert advice to the minister on medical, pharmaceutical, pharmacological and related matters. It recommends drugs for listing in the Ontario Drug Benefit Formulary and suggests products which should be legally interchangeable. The Drug Programs and Policy Branch of the ministry provides administrative support to the committee.

### Personal Information Banks

None



## Funeral Services Review Board

The board hears appeals of decisions made by the Board of Funeral Services concerning the registration of members and complaints from members or the public.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Funeral Services Review Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Funeral Services Act, R.S.O. 1980, c.180, s.15. **Types of Information Maintained:** Identifying information, complaints, decisions and reasons. **Uses:** Hear complaints and appeals; review licences. **Categories of Users:** Funeral Services Review Board and Health Boards Secretariat staff. **Categories of Individuals in Bank:** Complainants, appellants, funeral directors. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant's/appellant's name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the minister on x-ray safety, and approves courses.

### Personal Information Banks

None

## Health Care Systems Research Review Committee

The committee reviews applications for research projects related to the organization of health services and the evaluation of health care in Ontario and makes recommendations on the scientific merit and relevance of such projects according to established ministry criteria.

### Personal Information Banks

Contain information on individuals applying for research grants. The Policy, Planning and Systems Group of the Ministry of Health maintains this information in the bank "Research Applications – Project Grants and Personnel Awards".

## Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optome-

trists and the College of Pharmacists concerning the registration of and complaints against members.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Health Disciplines Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196, s.6. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Hear complaints; review registrations. **Categories of Users:** Health Disciplines Board and Health Boards Secretariat staff. **Categories of Individuals in Bank:** Complainants, appellants, physicians, dentists, nurses, pharmacists and optometrists requesting registration in the above professions. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant's/appellant's name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Facilities Appeal Board

The board reviews licence renewals, revocations and suspensions, hears appeals by licensees dissatisfied with the terms and conditions of a licence, and approves installations of x-ray machines.

### Personal Information Banks

Contain information on individuals involved in appeals before the board.

### Health Facilities Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.10. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Hearings of the board. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Appellants appealing orders under the Ambulance Act, the Health Facilities Special Orders Act, the Healing Arts Radiation Protection Act, and the Private Hospitals Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Protection Appeal Board

The board hears appeals of orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the Immunization of School Pupils Act.

## Personal Information Banks

Contain information on individuals involved in appeals before the board.

### Health Protection Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10, s.46.

**Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Conduct board hearings.

**Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:**

Appellants appealing orders of the medical officers of health or public health inspectors under the Health Promotion Act and the Immunization of School Pupils Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Research Personnel Committee

The committee reviews applications for health research personnel development awards and makes recommendations according to established ministry criteria.

## Personal Information Banks

Contain information on individuals applying for health research personnel awards. The Policy, Planning and Systems Group of the Ministry of Health maintains this information in the bank "Research Applications – Project Grants and Personnel Awards".

## Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Care Accessibility Act (s.5).

## Personal Information Banks

Contain information on health practitioners and OHIP subscribers involved in appeals before the board.

### Health Services Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.8. **Types of Information Maintained:** Name, judgements and reasons.

**Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff.

**Categories of Individuals in Bank:** Health practitioners and OHIP subscribers. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name. **Access Controls:** Storage room with restricted access. **Retention and**

**Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

## Personal Information Banks

Contain information on physicians involved in appeals before the board.

### Hospital Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.25, s.37. **Types of Information Maintained:** Name, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff.

**Categories of Individuals in Bank:** Physicians appealing orders of hospital boards denying, altering, restricting or revoking privileges. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, revoke, suspend or impose conditions on laboratory licences.

## Personal Information Banks

Contain information on laboratory licensees involved in hearings before the board.

### Laboratory Review Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.66, s.61. **Types of Information Maintained:** Name, terms or conditions on licences, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Licensees appealing orders under the Health Facilities Special Orders Act revoking, rejecting or restricting their licences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Lieutenant Governor's Board of Review

Within six months of issue and annually thereafter, the board reviews all Lieutenant Governor's warrants served for the involuntary confinement of psychiatric patients.

### Personal Information Banks

Contain information on psychiatric patients held on Lieutenant Governor's warrants.

#### Lieutenant Governor's Board of Review

**Location:** Lieutenant Governor's Board of Review, 24th Floor, 700 Bay Street, Toronto. **Legal Authority:** Criminal Code of Canada s.547. **Types of Information Maintained:** Name, address, medical diagnosis, rationale for warrant. **Uses:** Conduct reviews. **Categories of Users:** Board members, staff, patients' counsel. **Categories of Individuals in Bank:** Individuals detained on Lieutenant Governor's warrants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number cross-referenced to name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Lieutenant Governor's Board of Review, 24th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 936-1391.

## Medical Eligibility Committee – Health Insurance

The committee reviews disputes concerning decisions of the general manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the general manager should order payment for such service. The Professional Services Branch of OHIP provides secretariat services to the committee.

### Personal Information Banks

Contain information on the eligibility for payment by OHIP of disputed services.

#### Medical Eligibility Committee Reviews

**Location:** Medical Eligibility Committee, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O., 1980, c.1987, s.25. **Types of Information Maintained:** Name, OHIP number, name in which coverage is registered, address, medical information, subject category of decision being disputed, committee decision, type of appeal, financial information, notice of appeal. **Uses:** Enable committee to judge whether or not medical services in a hospital or extended care facility or ambulance services are medically necessary and should be insurable services; provide case information to Health Services Appeal Board; monitor program; provide statistics; respond to ministry inquiries about specific cases. **Categories of Users:** Medical Eligibility Committee members, secretary, Ministry of Health program staff. **Categories of Individuals in Bank:** Insured persons or

their physicians requesting referral to the committee. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and subject category. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary, Medical Eligibility Committee, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.

## Medical Personnel Selection Committee

This committee selects and approves graduate physicians for the establishment of practice grants or contracts of service. The committee also selects and approves medical students for the medical bursary program.

### Personal Information Banks

Contain information on physicians and medical specialists awarded/not awarded incentive grants or professional contracts. Also contain information on third- or fourth-year or post-graduate medical students who are awarded/not awarded bursaries.

#### Physician Incentive Programs

**Location:** Underserved Area Program, 15 Overlea Boulevard, 6th Floor, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10(b). **Types of Information Maintained:** Name, personal information, education record, references. **Uses:** Support and evaluate award of incentives to physicians and medical specialists to practise in designated underserved areas. **Categories of Users:** Program consultants, administrative staff, Medical Personnel Selection Committee members. **Categories of Individuals in Bank:** Physicians, medical specialists. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet with restricted access. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Manager, Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

## Medical Review Committee – Health Insurance

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes and reviews decisions affecting nursing homes under the Health Facilities and Special Orders Act.

## Personal Information Banks

Contain information on nursing-home licensees involved in hearings before the board.

### Nursing Homes Review Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320, s.6. **Types of Information Maintained:** Name, address of licensee, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Licensees appealing orders revoking, refusing or denying renewal of licences including revocations under the Health Facilities Special Orders Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Optomtry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Osteopathy Review Committee

Responsible for recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

### Personal Information Banks

None

## Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

### Personal Information Banks

Contain information on physicians and dentists on contract with the ministry.

### Physicians' and Dentists' Contracts

**Location:** Human Resources and Personnel Development Branch, 11th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Order in Council 1654/79.

**Types of Information Maintained:** Name, contract category, work location, contract period and salary. **Uses:** Compile statistics; renew contracts. **Categories of Users:** Committee secretary and members, Professional Services Management Committee. **Categories of Individuals in Bank:** Physicians, psychiatrists and dentists employed by the ministry under contract by the Professional Services Management Committee. **Policies and Practices – Storage:** Cards. **Retrievability:** Name, contract category and work location. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources and Personnel Development Branch, 11th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1S5, telephone: (416) 965-5077.

## Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

### Personal Information Banks

Contain information on hearings and reviews concerning patients of psychiatric facilities.

### Review Board Hearings – Psychiatric Patients

**Location:** Local boards in Brockville, Hamilton, Guelph, Kingston, London, North Bay, Ottawa, Penetanguishene, Sudbury, Thunder Bay, Toronto (east and west). Contact the Registrar, Health Boards Secretariat for addresses. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, as amended, s.1c, s.1d(1), s.29a(4) and (14), s.30, s.31, s.35a(1), s.35b(1), and s.43. **Types of Information Maintained:** Name, clinical and legal information, decision of board. **Uses:** Record board hearings and reviews; preparation for appeals. **Categories of Users:** Board members, administrative staff and appellate courts. **Categories of Individuals in Bank:** Psychiatric patients. **Policies and Practices – Storage:** Paper, transcript tapes. **Retrievability:** Patient's name, facility, name of review board. **Access Controls:** Locked cabinets with restricted access. **Retention and Disposal:** Not determined. **Official Responsible:** Chairmen of the board listed above. Contact the Registrar, Health Boards Secretariat, telephone: (416) 965-7285, for addresses.

## Access

Freedom of Information Coordinator  
Ministry of Health  
1st Floor, 7 Overlea Boulevard  
Toronto, Ontario  
M4H 1A8  
Telephone: (416) 965-3550 or 965-3551

A public reading room for the review of manuals and other information is open during regular office hours on the seventh floor at 15 Overlea Boulevard, Toronto.



# Ministry of Housing

## Head

Minister of Housing  
10th Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7111

## Mandate

The Ministry of Housing is responsible for developing strategies to meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, it provides rent-g geared-to-income housing for low- and moderate-income households. The ministry also promotes residential construction and renovation in the private sector; assumes responsibility for the administration of rent-review legislation and the rent registry; and ensures safe and efficient building in Ontario.

## Organization

The ministry is organized into four wings – Social Housing, Building Industry and Housing Supply, Rent Review, and Corporate Resources.

## Divisions

### Corporate Resources Management Wing

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include corporate policy and planning, operations review and audit, legal services, supply and office services, information technology, corporate and agency services, human resources services, and financial and employment equity services.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users List

Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Contain information relating to the administration and awarding of tenders, purchase requisitions, and membership of affiliated boards, agencies and commissions.

### Agencies, Boards and Commissions – Administration Reports

**Location:** Corporate and Agency Services, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.11 and s.4(4); Ontario Housing Corporation Act, R.S.O. 1980, c.339; Ontario Land Corporation Act, R.S.O. 1980, c.342. **Types of Information Maintained:** Record of per-diem and travel-expense compensation, name, address. **Uses:** Administration of board, agency or commission membership. **Categories of Users:** Ministry personnel and finance staff. **Categories of Individuals in Bank:** Members of the ministry's boards, agencies and commissions. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Board, agency, or commission name and surname of individual member. **Access Controls:** Locked cabinets restricted to staff of Corporate and Agency Services. **Retention and Disposal:** Not determined. **Official Responsible:** Corporate Secretary, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6521.

### Housing Authority Employees – Reports

**Location:** Human Resources and Financial Services Branch, 3rd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, insurance, pension, salary and classification information. **Uses:** Centralize information of the 58 housing authorities; facilitate the ministry's role as agent for these authorities. **Categories of Users:** Ontario Housing Corporation management, human-resource and finance staff, Canadian Union of Public Employees. **Categories of Individuals in Bank:** Employees of local housing authorities. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Report (i.e., fringe benefit, insurance, position inventory), surname, housing authority. **Access Controls:** Locked cabinets; computerized information secured by the Royal Bank. **Retention and Disposal:** For duration of individual's employment, then destroyed. **Official Responsible:** Coordinator, Payroll Control, 3rd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6603.

### Ontario Housing Corporation (OHC) Debarred Companies List

**Location:** Corporate and Agency Services, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339, s.4. **Types of Information Maintained:** Individuals/company's name, correspondence regarding debarment. **Uses:** Communicate board decisions to affected companies/individuals. **Categories of Users:** Staff of Corporate and Agency

Services, Management Services, and OHC board of directors. **Categories of Individuals in Bank:** Debarred companies/individuals. **Policies and Practices – Storage:** Paper. **Retrievability:** Company's/individual's name. **Access Controls:** Locked cabinets restricted to staff of Corporate and Agency Services. **Retention and Disposal:** For period of debarment, then destroyed. **Official Responsible:** Corporate Secretary, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6521.

## Social Housing Wing

In cooperation with other ministries and levels of government, the private sector, and non-profit and cooperative housing groups, the Social Housing Wing responds to the need for socially assisted housing in Ontario and ensures that low- and modest-income families, seniors, the disabled and other eligible persons have access to affordable housing. It develops policies and programs covering all aspects of this market (e.g., delivery, maintenance, and property-management activities for the Ontario Housing Corporation (OHC)).

### Personal Information Banks

None

## Building Industry and Housing Supply Wing

Responsible for research, policy development, education programs and administration related to building regulations and inspections. Also provides advice and support services to municipal inspectors and users of the building and plumbing codes; administers the Ontario Building Code Commission and the Building Materials Evaluation Commission; formulates policy concerning rental and ownership of housing in the public and private sectors; promotes residential construction and renovation in the private sector; and assumes responsibility for maintenance and preservation programs. The Building Industry Strategy Board is administered by this wing.

### Personal Information Banks

Contain information required to administer and determine eligibility for programs offered by the ministry.

#### Add-a-Unit Pilot Program – Applicants

**Location:** Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19. **Types of Information Maintained:** Name, address, assessment of eligibility, financial information and applicant contract. **Uses:** Evaluate eligibility; administer the program; evaluate program for research purposes. **Categories of Users:** Housing Supply Policy Branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname and geographic location. **Access Controls:** Locked cabinets restricted to Housing Conservation Unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Housing

Conservation Unit, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6520.

#### Convert-to-Rent Program – Applicants

**Location:** Regional Housing Program offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address and financial information, staff assessments, site meeting reports and construction reports. **Uses:** Determine eligibility for interest-free construction loans. **Categories of Users:** Program staff and ministry auditors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Surname, municipality and application number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Manager, Regional Housing Programs Office, Ministry of Housing, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6400.

#### Portable Living Units for Seniors (PLUS) or “Granny Flats” Demonstration Project

**Location:** Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address, lot information, health and marital status, rent paid for unit. **Uses:** Administer the demonstration project; formulate, implement, and evaluate program and policies. **Categories of Users:** Housing Supply Policy Branch administrative staff, project specialists, legal staff and corporate accounting staff. **Categories of Individuals in Bank:** Project participants, PLUS occupants and host families. **Policies and Practices – Storage:** Paper, computer disk. **Retrievability:** Surname of participants and general file name. **Access Controls:** Filing cabinets with secured access. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6520.

## Rent Review Wing

Administers the Residential Rent Regulation Act, 1986, which regulates rent increases in all private rental units in Ontario. Also responsible for Ontario's rent registry and the Rental Housing Protection Act.

### Personal Information Banks

None

## Affiliated Agencies

### Building Code Commission Building Materials Evaluation Commission

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the

building code. The Buildings Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

## Personal Information Banks

None

## Building Industry Strategy Board

The mandate of the board is to revitalize all sectors of Ontario's building industry by establishing new markets, increasing productivity and streamlining regulations. It develops and implements strategies to achieve this goal.

## Personal Information Banks

None

## Ontario Housing Corporation (and Local Housing Authorities)

The Ontario Housing Corporation provides and manages, through the local housing authorities, rent-geared-to-income housing primarily for families and senior citizens with low incomes, and for handicapped persons and other eligible persons.

## Personal Information Banks

Contain information relating to applications and eligibility for assisted housing. Also contain information relating to the retention and appraisal of consultants hired by the corporation.

## Consultants Hired by Ontario Housing Corporation – Records

**Location:** Regional Housing Programs Office, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address, business details of professional consultants, contract terms and conditions. **Uses:** Record retention of consultants; record payments made; assist in performance appraisal. **Categories of Users:** Ministry financial, administrative and technical staff. **Categories of Individuals in Bank:** Consultants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Manager, Regional Housing Programs Office, Ministry of Housing, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6400.

## Housing Authority Tenants and Applicants

**Location:** Finance Branch, 3rd Floor, 777 Bay Street, Toronto. **Legal Authority:** The Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Tenant's/applicant's name, Social Insurance Number, date of birth, family composition, household income. **Uses:** Determine eligibility of and priority of need among applicants;

determine rent calculation. **Categories of Users:** Housing Authority staff, ministry finance and field operations staff. **Categories of Individuals in Bank:** Tenants and applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Housing authority, surname. **Access Controls:** Restricted to housing authority staff, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Executive Director, Housing Field Operations, Ontario Housing Corporation, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6400.

## Rent Review Hearings Board

The Rent Review Hearings Board is a quasi-judicial body reporting to the minister. The board hears appeals from landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

## Personal Information Banks

None

## Residential Rental Standards Board

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board may recommend penalties.

## Personal Information Banks

None

## Residential Tenancy Commission

The Residential Tenancy Commission administers the Residential Tenancies Act which has been repealed. However, during a transitional phase, the commission will continue to hear proceedings commenced under that act and prior to December 31, 1986.

## Personal Information Banks

Contain information relating to the administration of the commission, correspondence, legal evidence, investigation files, appeals documentation.

## Landlords' Applications for Rent Review

**Location:** Local offices of the Rent Review Wing. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Tenancies Act, R.S.O. 1980, c.452, s.126. **Types of Information Maintained:** Landlords' applications for rent review (rent increases), supporting financial information, names and addresses. **Uses:** Determine lawful rent that may be charged. **Categories of Users:** Board (commission) members and staff, applicants, tenants. **Categories of Individuals in Bank:** Applicants for rent increases. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname,

address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then destroyed; select files to archives. **Official Responsible:** Managing Commissioner, Local Office Residential Tenancy Commission, 10th Floor, 77 Bloor Street West, Toronto, Ontario, M5S 1M2, telephone: (416) 963-2742.

### **Mediation and Appeal Files Regarding Applications for Rent Reductions and Rebates**

**Location:** Local offices of the Rent Review Wing. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Tenancies Act, R.S.O. 1980, c.452, s.102 and s.117. **Types of Information Maintained:** Documents relating to tenant applications or appeals for a rent reduction or a rent rebate, names, addresses and financial information. **Uses:** Assist in mediation of applications for rent reductions or rebates.

**Categories of Users:** Board (commission) staff and the parties involved. **Categories of Individuals in Bank:** Applicants for rent reductions or rebates. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then destroyed; select files to archives. **Official Responsible:** Director, Rent Review Services Branch, 4th Floor, 777 Bay Street, Toronto, Ontario, M4G 2E5, telephone: (416) 585-7305.

### **Rent Review Hearings Board (Residential Tenancy Commission) Correspondence**

**Location:** Chairman's Office, Residential Tenancy Commission, 77 Bloor Street West, 10th Floor, Toronto. **Legal Authority:** Residential Tenancies Act, R.S.O. 1980, c.452, s.81. **Types of Information Maintained:** Correspondence sent to chairman, letters of complaint regarding commission staff, general correspondence, names and addresses. **Uses:** Record and respond to correspondence; investigate complaints. **Categories of Users:** Chairman, special assistant and administrative assistant to the chairman, appropriate board (commission) staff. **Categories of Individuals in Bank:** Individuals corresponding with the board (commission) and board (commission) staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five to 10 years, then destroyed. **Official Responsible:** Chairman, Residential Tenancy Commission, 10th Floor, 77 Bloor Street West, Toronto, Ontario, M5S 1M2, telephone: (416) 963-2742.

### **Rent Review Hearings Board (Residential Tenancy Commission) Expense Claims**

**Location:** Chairman's Office, 10th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Residential Tenancies Act, R.S.O. 1980, c.452. **Types of Information Maintained:** Expenses incurred by board (commission) staff while on board (commission) business. **Uses:** Record and reimburse commissioners. **Categories of Users:** Administrative staff. **Categories of Individuals in Bank:** Board (commission) members and staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Accounts Payable Clerk, 10th Floor, 77 Bloor Street West, Toronto, Ontario, M5S 1M2, telephone: (416) 963-2742.

### **Tenants' Applications for Rent Reductions or Rent Rebates**

**Location:** Local offices of the Residential Tenancy Commission. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Tenancies Act, R.S.O. 1980, c.452, s.127 and s.129. **Types of Information Maintained:** Applications for rent reductions or rent rebates, supporting financial, names and addresses. **Uses:** Determine the lawful rent that may be charged; determine whether or not tenant is entitled to a rent rebate or reduction. **Categories of Users:** Board (commission) members and staff, applicants, landlords. **Categories of Individuals in Bank:** Applicants for rent reductions or rebates. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then destroyed; select files to archives. Closed cases become public record. **Official Responsible:** Director, Rent Review Services Branch, 4th Floor, 777 Bay Street, Toronto, Ontario, M4G 2E5, telephone: (416) 585-7305.

### **Access**

Corporate Secretary  
Corporate and Agency Services  
2nd Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-6521

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.



# Ministry of Industry, Trade and Technology

## Head

Minister of Industry, Trade and Technology  
8th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-1617

## Mandate

The ministry encourages the growth and international competitiveness of domestic businesses; promotes and assists the formation of small businesses and the development of service-sector enterprises; promotes domestic and foreign investment in Ontario; draws companies into exporting; supports and develops trade; and encourages the introduction and application of new technology.

## Organization

The ministry is organized into five divisions, 17 branches and a number of affiliated agencies. The general public and the business sector are served through 18 domestic and 13 international offices and the Jiangsu China Ontario Canada Science and Technology Centre.

## Divisions

### Communications Branch

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, the business community, and investors and buyers.

#### Personal Information Banks

None

### Legal Services Branch

The branch provides general legal and counsel services to the ministry and its agencies.

#### Personal Information Banks

None

### Premier's Council Secretariat

The Premier's Council Secretariat supports the activities of the Premier's Council whose mandate is to develop and

recommend long-term economic strategies for industrial and technological development in Ontario and to coordinate the operation of the government's Technology Fund.

#### Personal Information Banks

None

### Premier's Council Technology Fund Secretariat

The Technology Fund offers financial assistance to Ontario corporations, research organizations, post-secondary institutions and government ministries for the stimulation of joint ventures in research, development, and technology applications in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry.

#### Personal Information Banks

None

### Employment Equity Program

Plans, develops, and coordinates the Employment Equity Program within the ministry.

#### Personal Information Banks

Contain the following common personal information bank as described in the introduction to this directory.

Affirmative Action/Employment Equity Program

### Administration Division

The division provides ministry management and operational planning and review services, budgeting and financial systems, personnel services, systems development, management and audit services to the operating programs of the ministry and to some of its agencies. Certain administrative services are also provided to the operating programs and to some agencies of the Ministry of Tourism and Recreation.

#### Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)

Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Industry and Trade Expansion Division

The division encourages the growth of productive employment and investment by expanding domestic and international trade, promoting investment opportunities and strengthening the province's international competitiveness by providing a wide range of consulting and information services to business and institutions.

### Personal Information Banks

Contain information on immigrant entrepreneurs who have requested information or assistance from the Immigrant Entrepreneur Program.

#### Immigrant Entrepreneurs

**Location:** Immigrant Entrepreneur Section, 6th Floor, Hearst Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, address, country of residence, age, language, qualifications, work experience, employer name and address, salary, last overseas address, date of employment offer, sponsoring company, date of landing in Canada. **Uses:** Record immigrants who have been offered employment in Ontario and immigrants to Ontario who have been assisted in acquiring business ventures; record general enquiries to the Immigrant Entrepreneur Program. **Categories of Users:** Ministry consultants and administrative staff. **Categories of Individuals in Bank:** Immigrants who are clients of the Immigrant Entrepreneur Section. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 15 months to five years, then destroyed. **Official Responsible:** Manager, Immigrant Entrepreneur Section, 6th floor, Hearst Block, 900 Bay Street, Toronto, Ontario, M7A 2E1, telephone: (416) 965-5331.

## Small Business, Services and Capital Projects Division

The division stimulates employment and income opportunities through the effective development of Ontario's manufacturing and service-sector businesses, acting as an advocate for small business and services within government and providing advice and counsel in the development of and assistance for large-scale capital projects within the province.

### Personal Information Banks

Contain information on Ontario entrepreneurs who are clients of the Small Business Advice and Counsel Section in order to assist in the delivery of the Small Business Program.

## Small Business Client-Registration System

**Location:** Small Business Advice and Counsel Section, 7th Floor, Hearst Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, business name, business and home address, sex, age group, business type and status, number of employees, investment, business registration, sales/cost saving. **Uses:** Provide a database of statistical information on entrepreneurs in order to study small business development trends in Ontario. **Categories of Users:** Branch consultants. **Categories of Individuals in Bank:** Entrepreneurs who are clients of the branch. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Small Business Advice and Counsel Section, 7th Floor, Hearst Block, 900 Bay Street, Toronto, Ontario, M7A 2E1, telephone: (416) 965-5494.

## Policy and Technology Division

The division is responsible for the planning and coordination of industrial, trade and technology policies for Ontario. It develops policies and programs to improve the growth and competitiveness of Ontario industries and foster regional industrial development and community economic adjustment. The division coordinates the administrative and financial requirements of the Technology Centres and Innovation Centres.

### Personal Information Banks

None

## Northern Industry Division

The division acts as an advocate of industry in northern Ontario to boost economic activity in the region. It introduces and implements new initiatives designed to expand opportunities for employment and investment and coordinates programs with other ministries in the Ontario and federal governments.

### Personal Information Banks

None

## Affiliated Agencies

### Innovation Ontario Corporation

Innovation Ontario Corporation offers financial and other assistance for new technology projects that have commercial potential but are not yet sufficiently developed to attract the established venture-capital investor.

### Personal Information Banks

None

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## **Ontario Development Corporation Eastern Ontario Development Corporation Northern Ontario Development Corporation**

The three development corporations assist in and encourage the development and diversification of Ontario industry and tourism by providing financial assistance, sites, facilities and services in two industrial parks, and technical, business and financial information and advice.

### **Personal Information Banks**

None

## **Ontario International Corporation (OIC)**

The OIC markets Ontario's public- and private-sector expertise internationally in major capital development projects; helps coordinate consulting, technical and educational training packages with appropriate Ontario businesses by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario government expertise and systems internationally.

### **Personal Information Banks**

None

## **Access**

Freedom of Information Coordinator  
Ministry of Industry, Trade and Technology  
Information Centre  
3rd Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

# Ministry of Intergovernmental Affairs

## Head

Minister of Intergovernmental Affairs  
6th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-1020

## Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and with foreign governments and their representatives in Ontario. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues; provides the government with a wide range of information on intergovernmental events, and activities in and beyond Canada; provides a number of services to other ministries including assisting them in the conduct of their relations with other governments; and undertakes a number of specific activities, such as arranging Royal and other major visits.

## Organization

The ministry consists of five units: Federal-Provincial Relations; Information Services; International Relations; Office of Protocol; and Planning and Management Group. The ministry has staff in Ottawa, Quebec City, Paris, Tokyo and Frankfurt. The Ministry of Treasury and Economics provides some administrative services including personnel, accounting and purchasing services.

## Divisions

### Federal-Provincial Relations Branch

Provides advice to the government on broad corporate policy and procedures covering all aspects of Ontario's relations with the federal government and with other provinces and territories, as well as advice on specific issues and activities with a significant federal-provincial and interprovincial component. In addition, the branch coordinates Ontario's participation in major federal-provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premiers' Conference; advises ministries on their relations with other governments within Canada; and manages Ontario's offices in Ottawa and Quebec City.

### Personal Information Banks

None

### Information Services Branch

Coordinates media services, communications planning and services for ministry and major government-wide events such as Royal visits.

### Personal Information Banks

None

### International Relations Branch

Provides information and advice to the Government of Ontario on international events that may have an impact on the province, and identifies and advances Ontario's interests in the context of relations with federal departments responsible for international affairs, foreign countries and their diplomatic representatives in Canada and consular representatives in Ontario, and subnational foreign jurisdictions and international organizations. The branch also manages Ontario's International Disaster Relief Program including the International Disaster Relief Fund and provides overall direction to Ontario's twinning arrangement with the province of Jiangsu, China.

### Personal Information Banks

None

### Office of Protocol

Provides operational, management and advisory services in organizing visits of dignitaries, public events, government conferences and hospitality functions. Handles arrangements for all official visits to Ontario; administers the Government Hospitality Fund; and maintains liaison with diplomatic and consular representatives in Ontario. The Ontario Honours and Awards Secretariat is part of this branch.

### Personal Information Banks

Contain information on the consular and diplomatic corps in Ontario, and on nominees for Ontario honours and awards.

### Nominees for Ontario Honours and Awards

**Location:** Honours and Awards Secretariat, 12th Floor, Ferguson Block, 77 Wellesley Street West, Toronto. **Legal Authority:** Order in Council 3282/86. **Types of Information Maintained:** Name, address, history of nominee's community service or achievement. **Uses:** Determine eligibility and merit for award of an Ontario medal or order. **Categories of Users:** Advisory Council members. **Categories of Individuals in Bank:** Ontario residents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted cabinets and room.



**Retention and Disposal:** All files retained since the inception of awards (1973). **Official Responsible:** Chief of Protocol, Ministry of Intergovernmental Affairs, 5th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1C1, telephone: (416) 965-1215.

## Planning and Management Group

Coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human-resource policies, and employment equity. Responsible for strategic planning in the ministry and for providing guidance on the impact and implementation of government-wide management policies and programs.

## Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Affirmative Action/Employment Equity Program

The following common personal information banks as described in the introduction to this directory are maintained by the Ministry of Treasury and Economics on behalf of the Ministry of Intergovernmental Affairs.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits Systems (IPPEBS)  
Job Competitions  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Affiliated Agencies

### Personal Information Banks

All personal information banks used by the following agencies are maintained by the ministry.

### Province of Ontario Medal for Firefighters' Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery.

### Province of Ontario Medal for Good Citizenship Advisory Council

Selects recipients annually for the Ontario Medal for Good Citizenship.

### Province of Ontario Medal for Police Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

### Province of Ontario Medal for the Order of Ontario Advisory Council

Recommends recipients annually for the Order of Ontario.

## Access

Freedom of Information Officer  
Information Services Branch  
Ministry of Intergovernmental Affairs  
6th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-4706

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.

# Ministry of Labour

## Head

Minister of Labour  
14th Floor, 400 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-4101

## Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment and opportunity in employment. Its programs are concerned with the rights and responsibilities of the individual worker, the rights and obligations of management and labour, and with ensuring health and safety in the work place. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Board, the Ontario Labour Relations Board, the Quality of Working Life Centre, the Advisory Council on Occupational Health and Occupational Safety, and the Pay Equity Commission.

## Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, three programs that report directly to the deputy minister, and 11 agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

## Divisions

### Deputy Minister's Office

The Employment Equity Program, formerly the Affirmative Action Program, reports to the Deputy Minister's Office and is responsible for promoting equal employment opportunity in the ministry. Also reporting to the Deputy Minister's Office is the Legal Branch which provides legal services, draft legislation and legal advice to the ministry on the interpretation and application of legislation; advises legislative counsel; acts as legal counsel to the ministry and the Human Rights Commission in inquiries and hearings under the acts; consults with branches on investigations; and conducts prosecutions.

### Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Affirmative Action/Employment Equity Program

Also contain information on investigations into the conduct or performance of ministry employees and on prosecutions under the Occupational Health and Safety Act and the Employment Standards Act.

### Employee Investigations

**Location:** Legal Services, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, details of occurrence, disposition. **Uses:** Investigate personnel legal issues. **Categories of Users:** Lawyers assigned to ministry, senior ministry officials. **Categories of Individuals in Bank:** Ministry of Labour employees subject to investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed; select files to archives. **Official Responsible:** Office Manager, Legal Services, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6625.

### Prosecutions

**Location:** Legal Services, 400 University Avenue, 7th Floor, Toronto. Line branches maintain duplicate files. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.37; Employment Standards Act, R.S.O. 1980, c.137, as amended, s.59 and s.60. **Types of Information Maintained:** Name, age, address, employment history, medical information, witness' statement including name, address, telephone number, comments about employee performance. **Uses:** Evidence in prosecutions. **Categories of Users:** Prosecutor, legal service administrative staff, line branch staff. **Categories of Individuals in Bank:** Employees, employers and witnesses involved in prosecution. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of individual or company being charged. **Access Controls:** Locked room. **Retention and Disposal:** 11 years, then destroyed. **Official Responsible:** Office Manager, Legal Services, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6625.

## Quality of Working Life Centre

The Quality of Working Life (QWL) Centre is responsible to the Minister's Office. Its purpose is to promote and support the enhancement of the quality of working life of the people of Ontario through the initiation, implementation and monitoring of QWL projects in joint union-management settings, the education and training of individuals and organizations in quality of working life approaches, and the dissemination of written material.

### Personal Information Banks

Contain information relating to auxiliary resource personnel who might be retained for quality of working life program purposes.

### Consultants and Resource Persons – Quality of Working Life Centre

**Location:** Quality of Working Life (QWL) Centre, 400 University Avenue, 15th Floor, Toronto. **Legal Authority:** Cabinet Minute 9-20/78. Submitted voluntarily by individuals

in bank for use described below. **Types of Information Maintained:** Name, address, curriculum vitae, contract terms, letters of agreement, statement of expenditures. **Uses:** Roster of persons for contract positions with QWL Centre. **Categories of Users:** QWL Centre staff. **Categories of Individuals in Bank:** Consultants, editors, writers applying to the QWL Centre for contract positions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Program Coordinator, Quality of Working Life Centre, 400 University Avenue, 15th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5958.

## Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, communications, internal audit, human resources, management information systems, and ministry library and information services) to the ministry's operating branches.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain sponsors' evaluations of student's performance in student training programs.

### Performance Evaluations – Student Training Programs

**Location:** Human Resources Branch, 400 University Avenue, 2nd Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(1) 1.v., as amended. **Types of Information Maintained:** Name, address, employer, sponsor's evaluation of student's performance. **Uses:** Evaluate program placement and student's performance. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Students accepted into the program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Manager, Student Labour Relations Program, Human Resources Branch, 400 University Avenue, 2nd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6121.

## Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through two major programs – the Ontario Conciliation and Mediation Service and the Office of Arbitration – supported by professionals in research and analysis, technical services and occupational health and safety advisory services.

### Personal Information Banks

Contain information relating to the selection, training and approval of arbitrators.

#### Labour Relations Arbitrators

**Location:** Office of Arbitration, 400 University Avenue, 6th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information Maintained:** Name, resume, assessment of candidate for designation as arbitrator by arbitrators/coaches, record of interview, fees paid. **Uses:** Identify and document qualified candidates for the arbitrator training program; evaluate suitability of candidate for hearing specific cases. **Categories of Users:** Branch director, administrative staff and minister's advisory committee members. **Categories of Individuals in Bank:** Prospective and approved arbitrators. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

## Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives, and assessing the effectiveness of existing policies. Oversees the Policy Branch which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Handicapped Employment Program, the Employment Adjustment Branch, the Office of the French Language Coordinator and, in matters relating to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

### Personal Information Banks

Contain information relating to advisory committee members, employment standards referees, injured workers' claims under the Workers' Compensation Act, investigations of employee complaints, counselling of employees affected by permanent layoffs, permits issued to employers to employ handicapped persons and homeworkers, and unclaimed wages collected on behalf of employees.

#### Employee Evaluations Counselling Program (plant closure)

**Location:** Employment Adjustment Branch, 400 University Avenue, 11th Floor, Toronto. **Legal Authority:** Employment

Standards Act, R.S.O. 1980, c.137, s.40(5); Cabinet Minutes 17-30/81, 19-11/82 and 8-26/83. **Types of Information Maintained:** Name, address, sex, wages, education, employee evaluation. **Uses:** Counsel employees affected by permanent layoffs. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Employees affected by permanent layoffs. **Policies and Practices – Storage:** Paper. **Retrievability:** Company name, then employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Administrative Assistant, Employment Adjustment Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-0853.

#### Employment Standards Act – Employee Complaints

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.45(1). **Types of Information Maintained:** Name, address, wages, nature of complaint, name of employer, disposition of complaint. **Uses:** Investigate and resolve employee complaints of violations of the Employment Standards Act. **Categories of Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Categories of Individuals in Bank:** Employees claiming their employer is in violation of the Employment Standards Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Company/employer name, then employee name. **Access Controls:** Supervised filing area. **Retention and Disposal:** Normally two years, then destroyed; if held for collection, prosecution or other proceedings, destroyed after 15 years. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

#### Employment Standards Referees

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, as amended, s.42(1). **Types of Information Maintained:** Name and, in some cases, resume. **Uses:** Select members of the panel of referees. **Categories of Users:** Branch director and administrative staff. **Categories of Individuals in Bank:** Referees and prospective referees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member leaves panel and has no outstanding cases, then destroyed. **Official Responsible:** Director, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-7931.

#### Garment Industry Schedules – Advisory Committee Members Appointments

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Industrial Standards Act, R.S.O. 1980, c.137, s.18(1). **Types of Information Maintained:** Name, address, business and personal history. **Uses:** Assist in evaluating qualifications for appointment to advisory committee. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Management and labour representatives in garment

industry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member replaced, then destroyed. **Official Responsible:** Manager, Management and Information Systems and Program Development, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

#### Office of the Worker Adviser – Client Files

**Location:** Office of the Worker Adviser, 123 Edward Street, 13th Floor, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, as amended, c.539, s.86. **Types of Information Maintained:** Name, national or ethnic origin, age, sex, family status, education and employment history, medical, psychological, psychiatric evaluations, financial information. **Uses:** Establish and prove client's entitlement to benefits and services pursuant to the Workers' Compensation Act; prepare statistics; evaluate program. **Categories of Users:** Worker advisers and branch administrative staff. **Categories of Individuals in Bank:** Injured workers claiming benefits under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of the Worker Adviser, 123 Edward Street, 13th Floor, Toronto, Ontario, M5G 1E2, telephone: (416) 965-8570.

#### Permits to Employ Handicapped Persons/Minimum Wage Adjustment (ceased February 28, 1987)

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.24. **Types of Information Maintained:** Employee name, address, type of handicap, wage rate paid, officer's recommendation regarding issuance/refusal of permit. **Uses:** Recommend permit for minimum wage adjustment; follow up for renewal of permit. **Categories of Users:** Branch administrative staff, employment standards officers and Legal Services staff. **Categories of Individuals in Bank:** Handicapped employees issued permits to receive less than the minimum wage. **Policies and Practices – Storage:** Paper. **Retrievability:** Company/employer name, then employee name. **Access Controls:** Locked cabinet. **Retention and Disposal:** One year after permit cancelled, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

#### Permits to Employ Homeworkers

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.16(1). **Types of Information Maintained:** Name, address, wages, vacation pay. **Uses:** Ensure homeworkers are paid at least minimum wage and vacation pay. **Categories of Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Categories of Individuals in Bank:** Employees employed under permit as homeworkers. **Policies and Practices – Storage:** Paper. **Retrievability:** Company/employer name, then employee name. **Access Controls:** Supervised filing area. **Retention and Disposal:** One year



after permit cancelled, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

### Unclaimed Wages

**Location:** Legislative Interpretation Section, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.48(2). **Types of Information Maintained:** Name, address and amount being held. **Uses:** Verify employee claims to unpaid wages. **Categories of Users:** Legislative Interpretation Section staff. **Categories of Individuals in Bank:** Employees who have not claimed wages collected from their former employers by Employment Standards Branch. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until superseded by updated report, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

### Public Records

Contain information relating to referee and court interpretations of the Employment Standards Act. This material is a public record and available at the locations indicated below.

#### Referees' Decisions and Judicial Review Rulings

**Purpose:** Monitor referees' and courts' interpretations and application of the Employment Standards Act. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.50 and s.51. **Types of Information Maintained:** Employee name and address, employee, referee and judicial review decisions. **Policies and Practices – Retrievability:** Employer, then employee name. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

## Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety; Mining Health and Safety; Construction Health and Safety; Policy and Regulations; Health and Safety Support Services; and Program Administration.

## Personal Information Banks

Contain information used to ensure and enhance the occupational health and safety of workers in Ontario.

### Chemical Hazard Exposure Surveillance Files

**Location:** Occupational Health Laboratory Service, Health and Safety Support Services Branch, 101 Resources Road, Weston. **Legal Authority:** O. Reg. 536/81, s.14. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, if able to bear children (females only), reports on blood cholesterae, lead in urine, blood smears, employers. **Uses:** Detect lead levels in workers; medical surveillance program. **Categories of Users:** Ministry laboratory technicians and medical staff. **Categories of Individuals in Bank:** Industrial workers exposed to substances and requiring medical surveillance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Company, employee name and Social Insurance Number. **Access Controls:** Computer access code and supervised cabinets. **Retention and Disposal:** Lifetime of company, then destroyed. **Official Responsible:** Laboratory Scientist, Occupational Health Laboratory, Health and Safety Support Services Branch, 101 Resources Road, Weston, Ontario, M9P 3T1, telephone: (416) 248-7261.

### Compressed-Air Workers in Tunneling Projects – Records

**Location:** Construction Health and Safety Branch, 400 University Avenue, 8th Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, age, previous employment in compressed-air chambers, dates of medical examinations, medical history. **Uses:** Monitor all cases of decompression sickness (bone necrosis); as evidence in any subsequent Workers' Compensation claim. **Categories of Users:** Tunneling manager and administrative staff. **Categories of Individuals in Bank:** Workers employed in tunneling projects. **Policies and Practices – Storage:** Cards. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Coordinator, Support Services, Construction Health and Safety Branch, 400 University Avenue, 8th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-7161.

### Compressed-Air Workers' Medical Reports

**Location:** Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Types of Information Maintained:** Name, Social Insurance Number, physical examination report and clinical evaluation, pre-employment history, physician's name and recommendations, employer. **Uses:** Verify examining physician's recommendations regarding fitness to work in compressed-air chambers. **Categories of Users:** Ministry medical consultants and branch administrative staff. **Categories of Individuals in Bank:** Compressed-air workers in construction projects. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name and/or Social Insurance Number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Chief,

Occupational Health Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3610.

#### Exposure to Designated Substances – Reports

**Location:** Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** O. Reg. 536/81, s.14; O. Reg. 141/82, s.14; O. Reg. 516/82, s.14; O. Reg. 517/82, s.14; O. Reg. 570/82, s.14; O. Reg. 455/83, s.15; O. Reg. 769/83, s.14; O. Reg. 732/84, s.14; O. Reg. 733/84, s.14; and O. Reg. 176/86, s.13. **Types of Information Maintained:** Name, employer, physician's report on exposure to designated substances. **Uses:** Ensure all occupational illnesses related to exposure to designated substances are reported to the ministry's Chief Physician by the examining physician. **Categories of Users:** Ministry medical staff. **Categories of Individuals in Bank:** Workers claiming compensation under Designated Substances Regulations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of company, then name of worker. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then transferred to archives. **Official Responsible:** Senior Medical Consultant, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-4068.

#### Exposure to Potentially Hazardous Processes – Individual Medical Records

**Location:** Health and Safety Support Services Branch, Medical Services Section, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, address, age, sex, medical information, physician's opinion, report from Workers' Compensation Board. **Uses:** Assist in resolving Workers' Compensation claims for occupational diseases by determining involvement with potentially hazardous industrial processes. **Categories of Users:** Ministry medical consultants. **Categories of Individuals in Bank:** Employees exposed to potentially hazardous processes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Company name, then employee name. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** Lifetime of company, plus 40 years, then destroyed. **Official Responsible:** Chief Physician, Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3211.

#### Hazardous or Potentially Hazardous Environmental Conditions – Medical Studies

**Location:** Health Studies Services, Policy and Regulations Branch, 400 University Avenue, 8th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, address, place and date of birth, Social Insurance Number, OHIP number, driver's licence number, sex, personal habits, parents' occupation, environmental factors, work history, residence history, medical information, cause of death (if applicable). **Uses:** Health surveillance. **Categories of Users:** Ministry medical staff. **Categories of Individuals in Bank:** Individuals suspected at risk from either environ-

mental or occupational factors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Any of above factors, but usually location/plant, then name. **Access Controls:** Locked cabinet, computer access code. **Retention and Disposal:** 40 years after study completed, then transferred to archives. **Official Responsible:** Chief, Health Studies Service, Policy and Regulations Branch, 400 University Avenue, 8th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6375.

#### Health Hazard from Exposure to Anaesthetic Gases – Study

**Location:** Resource Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name, dates of birth of employee and children, sex, marital status, cause of any infertility, birth control method used (female employees only). **Uses:** Determine existence of health hazard resulting from exposure to anaesthetic gases. **Categories of Users:** Branch medical staff. **Categories of Individuals in Bank:** Hospital staff exposed to anaesthetic gases. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital code, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after study completed, then destroyed. **Official Responsible:** Toxicologist, Occupational Health Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3873.

#### Industrial Employees' Medical Records

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, occupation, employer, doctor's name and address, medical reports compiled from pulmonary function tracings and chest x-rays. **Uses:** Information source for compensation claims relating to occupational lung diseases, particularly for Workers' Compensation claims; evaluate progress of chest disease. **Categories of Users:** Branch technicians, medical consultants and administrative staff. **Categories of Individuals in Bank:** Industrial employees examined at the Medical Services Chest Clinic. **Policies and Practices – Storage:** Paper, x-ray films, computer. **Retrievability:** Company name, then employee name, assigned x-ray film number. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Liaison Officer, Medical Services Chest Clinic, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto, Ontario, M5S 2V3, telephone: (416) 965-4075.

#### Interprovincial Lottery and Transfer Payment Fund

**Location:** Advisory Service on Occupational Health and Safety, 400 University Avenue, 9th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name, address, Social Insurance Number, nationality, employment history, income, education, references, assessments for eligibility. **Uses:** Determine eligibility and availability for grant.

**Categories of Users:** Senior ministry officials and Advisory Services staff. **Categories of Individuals in Bank:** Applicants for bursaries and awards (applied research). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, organization, assigned file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Advisory Services on Occupational Health and Safety, 400 University Avenue, 9th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-8510.

#### **Job-Related Fatalities (construction, industrial, mining)**

**Location:** Industrial – Policy and Regulations Branch; construction – Construction Health and Safety Branch; and mining – Mining Health and Safety Branch; 400 University Avenue, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25. **Types of Information Maintained:** Name, age, sex, marital status of deceased, date of death, prevailing conditions on site when accident occurred, coroner's report, verdict of coroner's jury. **Uses:** Establish cause of accident; prevent similar accidents. **Categories of Users:** Ministry inspectors, coroners, coroner's juries, legal counsel, administrative staff. **Categories of Individuals in Bank:** Individuals who have died as a result of construction, industrial or mining accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number or company name, then deceased's name (for industrial); name of deceased (for construction and mining). **Access Controls:** Locked cabinets. **Retention and Disposal:** Lifetime of company plus 40 years (for industrial), 30 years (for construction and mining), then destroyed. **Official Responsible:** Industrial – Manager, Administrative Support Services, Policy and Regulations Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-8710; construction – Manager, Program Administration, Construction Health and Safety Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-7161; mining – Manager, Administration, Mining Health and Safety Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1328.

#### **Lung-Capacity Testing Results (pulmonary function tracings)**

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, employer, Social Insurance Number, year of birth, sex, height, graph of lung-capacity testing results. **Uses:** Prepare report for family or company physician. **Categories of Users:** Chest clinic medical and technician staff. **Categories of Individuals in Bank:** Miners who have taken lung capacity testing through the chest clinic services. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Company name, assigned company number, miner's examination number, then name of miner. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then paper destroyed and microfilm transferred to archives. **Official Responsible:** Physician-in-Charge, Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury, Ontario, P3E 3A3, telephone: (705) 522-0212.

#### **Miners' Medical Records**

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, date of birth, Social Insurance Number, place and country of birth, unemployment insurance claim number, family history of illness, clinical notes and opinion of physician, x-ray films. **Uses:** Provide information for diagnosis and treatment, Workers' Compensation claims and mining statistical program. **Categories of Users:** Ministry medical staff. **Categories of Individuals in Bank:** Miners. **Policies and Practices – Storage:** Paper and x-ray films, computer. **Retrievability:** Miner's examination number, Social Insurance Number and name. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Physician-in-charge, Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury, Ontario, P3E 3A3, telephone: (705) 522-0212.

#### **Occupational Health Nursing Interview Forms**

**Location:** Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Interview forms and resumes including name, telephone number, address, employment history, marital status. **Uses:** Assist in the implementation of company nursing programs. **Categories of Users:** Ministry senior nursing consultant. **Categories of Individuals in Bank:** Nurses applying to work in company nursing programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Senior Nursing Consultant, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3876.

#### **Radiation Exposure Reports**

**Location:** Radiation Protection Service, Health and Safety Support Services Branch, 400 University Avenue, 8th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name, group code (company name), report date, badge serial number, date badge used from, type of radiation received, badge radiation readings. **Uses:** Statistical analysis; monitor companies for high readings; set radiation standards. **Categories of Users:** Senior Radiation Protection Service staff. **Categories of Individuals in Bank:** Workers using x-rays and/or atomic radiations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, company name. **Access Controls:** Locked room. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Chief, Radiation Protection Service, 400 University Avenue, 8th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-8178.

#### **Workers' Compensation Board Accident Reports**

**Location:** Policy and Regulations Branch, 400 University Avenue, 9th Floor, Toronto. All Occupational Health and



Safety Division offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name and address of injured worker, employer, attending physician, details of injury. **Uses:** Monitor and improve employers' performance relating to employee health and safety in the workplace. **Categories of Users:** Occupational Health and Safety Division staff, safety managers and officers. **Categories of Individuals in Bank:** Injured workers claiming Workers' Compensation. **Policies and Practices – Storage:** Paper. **Retrievability:** Employer name, then employee name. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Group Leader, Common Services, Policy and Regulations Branch, 400 University Avenue, 9th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608.

#### **Workers' Compensation Board Claimants – Medical Files and Chest X-Ray Films**

**Location:** Medical Services Chest Clinics, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Types of Information Maintained:** Name, medical report and chest x-rays. **Uses:** History of individual cases; research files in case histories of slow-growth lung diseases such as silicosis. **Categories of Users:** Branch medical and technician staff. **Categories of Individuals in Bank:** Individuals claiming Workers' Compensation where occupationally related chest disease has been diagnosed. **Policies and Practices – Storage:** Cards, paper, x-ray films. **Retrievability:** Claim number, name and assigned film number. **Access Controls:** Locked room. **Retention and Disposal:** 40 years, then transferred to archives. **Official Responsible:** Secretary to Senior Consultant, Medical Services Chest Clinics, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto, Ontario, M5S 2V3, telephone: (416) 965-4075.

#### **Public Records**

Contain records of appeals of orders issued under the Occupational Health and Safety Act, R.S.O. 1980, and of the decisions made. Copies are available at no charge from the ministry library. Also contain ministry's responses to coroner's jury recommendations pursuant to inquests called as a result of workplace fatalities.

#### **Coroner's Juries – Responses to Recommendations**

**Purpose:** Outline ministry action taken to prevent similar fatal accidents; follow up on preventive action taken by specific employer. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Coroner's jury recommendations and ministry's response pursuant to inquests called as a result of workplace fatalities. **Policies and Practices – Retrievability:** Name of deceased. **Retention and Disposal:** Seven years, then transferred to archives. **Access Procedures:** Executive Director, Occupational Health and Safety Division, 400 University Avenue, 14th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608. Copies also available from: the Coroner's Office and the New Democratic Party's research office.

#### **Occupational Health and Safety Act – Decisions and Appeals**

**Purpose:** Track appeals from initiation to final determination. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.32. **Types of Information Maintained:** Names of appellant and other parties to appeal, subject matter of appeal, status, final decision. **Policies and Practices – Retrievability:** Assigned file number, then name of appellant. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Director of Appeals, 400 University Avenue, 14th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-3047.

### **Affiliated Agencies**

#### **Advisory Council on Occupational Health and Occupational Safety (ACOHOS)**

Advises the minister on matters relating to occupational health and occupational safety and makes recommendations to the minister regarding ministry programs in occupational health and safety.

#### **Personal Information Banks**

Contain information relating to members of the council and also used to aid in council and task force appointments.

#### **Advisory Council Membership**

**Location:** Advisory Council on Occupational Health and Occupational Safety, 400 University Avenue, 11th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.10. **Types of Information Maintained:** Member's name, curriculum vitae, qualifications, past experience, affiliation, office/home address, Social Insurance Number, documentation regarding appointment to council/task forces, per-diem and travel expenses. **Uses:** Aid in the appointment of members to council and appropriate task forces; accounting and income tax purposes. **Categories of Users:** Chairman and council administrative staff. **Categories of Individuals in Bank:** Nominees and appointees to council or its task forces. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Three years after membership ceases, then destroyed. **Official Responsible:** Executive Coordinator to Chairman, Advisory Council on Occupational Health and Occupational Safety, 400 University Avenue, 11th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-2448.

#### **Agricultural Industry Advisory Committee**

Advises the minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.



## Personal Information Banks

Contain information relating to committee members.

### Agriculture Advisory Committee Members

**Location:** Legislative Interpretation Section, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Orders in Council 1874/75 and 793/85. **Types of Information Maintained:** Name and address. **Uses:** Contact or identify committee members. **Categories of Users:** Employment Standards Branch and Policy Branch staff. **Categories of Individuals in Bank:** Agriculture Advisory Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member replaced, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

## Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

## Personal Information Banks

Contain information relating to case procedures and settlements.

### Classification Rating Committees Case Files

**Location:** Classification Rating Committee, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Types of Information Maintained:** Name and address of grievor, name of ministry, type of grievance and remedy requested. **Uses:** Process application from initial stage to its final determination. **Categories of Users:** Chairman, members and administrative staff of the committees. **Categories of Individuals in Bank:** Public servants who have filed for a hearing before the committee. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Secretary, Classification Rating Committees, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions, other forms of discipline, working conditions and classification.

## Personal Information Banks

Contain information relating to case procedures and settlements.

### Crown Employees Grievance Settlement Board Case Files

**Location:** Grievance Settlement Board, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Types of Information Maintained:** Applications filed by union on behalf of the grievor, name and address of individual, name of union and ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Categories of Users:** Chairman, vice-chairmen, members. **Categories of Individuals in Bank:** Public servants on whose behalf the union has filed a grievance before the board, or who have filed a grievance on their own behalf. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Registrar, Crown Employees Grievance Settlement Board, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.

## Personal Information Banks

None

## Labour-Management Advisory Committee

Advises the minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

## Personal Information Banks

Contain information relating to committee members and decisions regarding applications of prospective arbitrators.

### Labour-Management Advisory Committee Members

**Location:** Office of Arbitration, 400 University Avenue, 6th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information Maintained:** Name, address, expense claims. **Uses:** Contact or identify members; settle expense claims. **Categories of Users:** Committee chairman, branch director. **Categories of Individuals in Bank:** Members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date of expense

claim. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years after member replaced, then destroyed. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

#### **Labour-Management Committee Decisions Re Applications of Prospective Arbitrators**

**Location:** Office of Arbitration, 400 University Avenue, 6th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information Maintained:** Applicant's name, opinions, evaluation and decision of committee members regarding suitability of applicant for appointment as arbitrator. **Uses:** Determine qualified candidates to act as arbitrators; advise minister. **Categories of Users:** Committee members, senior division staff. **Categories of Individuals in Bank:** Candidates for inclusion on list of arbitrators. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of meeting, then name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

### **Ontario Labour Relations Board**

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, and certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister relating to the authority to appoint conciliation officers or arbitrators.

#### **Personal Information Banks**

Contain information relating to applications for positions of article clerks and solicitors to the board.

#### **Curricula Vitae – Solicitors' Office**

**Location:** Solicitors' Office, Ontario Labour Relations Board, 400 University Avenue, 14th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, as amended, c.228, s.102(15). **Types of Information Maintained:** Name and curriculum vitae. **Uses:** Evaluate suitability of candidate for employment. **Categories of Users:** Board solicitors. **Categories of Individuals in Bank:** Candidates for positions as article clerks and solicitors to the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Board Solicitors, Ontario Labour Relations Board, 400 University Avenue, 4th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-0204.

### **Ontario Public Service Labour Relations Tribunal**

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

#### **Personal Information Banks**

Contain information relating to case procedures and settlements.

#### **Ontario Public Service Labour Relations Tribunal Case Files**

**Location:** Labour Relations Tribunal, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Types of Information Maintained:** Name and address of individual, name of union and ministry, type of complaint or request, remedy requested. **Uses:** Adjudicate matters through process of mediation, investigation or formal hearing. **Categories of Users:** Chairman, vice-chairman, members and administrative staff of the tribunal. **Categories of Individuals in Bank:** Public servants affected by applications filed before the tribunal. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Registrar, Ontario Public Service Labour Relations Tribunal, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

### **Pay Equity Commission**

Comprises the Pay Equity Office which provides public education and complaint resolution and the Pay Equity Hearings Tribunal which provides for independent hearing in cases when agreement cannot be reached.

#### **Personal Information Banks**

None

### **Public Service Grievance Board**

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension, other forms of discipline, merit increases, promotion and transfer.

## Personal Information Banks

Contain information relating to case procedures and settlements.

### Public Service Grievance Board Case Files

**Location:** Public Service Grievance Board, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Types of Information Maintained:** Name and address of grievor, name of ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Categories of Users:** Chairman, members and administrative staff of the board. **Categories of Individuals in Bank:** Public servants who have filed for a hearing before the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Secretary, Public Service Grievance Board, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. The tribunal adjudicates and determines whether or not a worker's right to take court action is taken away by the act. It also considers appeals regarding access to claim files and an employer's right to require a worker to submit to a medical examination.

## Personal Information Banks

Contain information relating to workers and employers appealing to the Workers' Compensation Appeals Tribunal.

### Workers' Compensation Appeals Tribunal Files

**Location:** Workers' Compensation Appeals Tribunal, 505 University Avenue, 7th Floor, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, as amended. **Types of Information Maintained:** Name of worker, address, employment history, medical reports, name of employer, employer business and financial information, assessments. **Uses:** Adjudicate appeals. **Categories of Users:** Intake officers, scheduling clerks, vice-chairmen, panel members, tribunal counsel office. **Categories of Individuals in Bank:** Workers and employers appealing Workers' Compensation Board decisions. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Tribunal number or name of appellant. **Access Controls:** Locked room or cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Head of Finance and Administration, 505 University Avenue, 7th Floor, Toronto, Ontario, M5G 1X4, telephone: (416) 598-4638.

## Access

Information and Privacy Coordinator  
Ministry of Labour  
3rd Floor, 434 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-0818

A public reading room for the review of manuals and other information is open during regular office hours on the tenth floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the seventh floor at 505 University Avenue, Toronto (telephone: (416) 598-4638).

# Liquor Control Board of Ontario

## Head

Chairman  
Liquor Control Board of Ontario  
55 Lake Shore Boulevard East  
Toronto, Ontario  
M5E 1A4  
Telephone: (416) 965-4901

## Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1980, c.230). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

## Organization

The LCBO has a five-member board and three organizational groups – Administration, Finance, and Operations. Within these groups, there are six administrative and operating divisions.

## Divisions

### Executive Office

Provides support staff to the chairman, vice-chairman, legal counsel, and the executive vice-presidents of Operations, Administration and Finance.

### Personal Information Banks

Contain information on the owners and operators of agency stores.

### Agency Stores

**Location:** Legal Office, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c. 230. **Types of Information Maintained:** Name, address, business background, application forms, licence. **Uses:** Determine suitability of applicant to operate an agency store under contract. **Categories of Users:** Executive Office, Legal Branch and Store Operations staff. **Categories of Individuals in Bank:** Individuals operating agency stores under licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Agency store number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined.

**Official Responsible:** Legal Counsel, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1858.

## Retail Division

The division is responsible for the operation of retail stores and warehouses. It comprises Retail Operations with five regional offices and Retail Support consisting of Marketing, Merchandising, Wine Services, and Duty Free Operations.

### Personal Information Banks

None

## Finance Division

The division develops and maintains corporate financial systems for LCBO funds and assets; administers the government's pricing policies; develops cost justification standards; and performs post-project financial evaluations and brewery and winery audits. It comprises: Insurance and Risk Management; Product Pricing and Costing; General Accounting; Payroll; and Budget Control and Financial Analysis.

### Personal Information Banks

Contain information on investigations, employment applications and security clearance.

### Employment – Security Clearance

**Location:** Human Resources, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, date of birth, criminal record. **Uses:** Determine suitability for employment. **Categories of Users:** Human Resources staff. **Categories Individuals in Bank:** Applicants seeking permanent or temporary employment with the LCBO. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Human Resources, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1929.

### Investigation Files

**Location:** Security Services, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, investigation reports, statements and documents. **Uses:** Investigate incidents in agency stores; determine disciplinary action; document investigations. **Categories of Users:** Executive Director's Committee, Store Operations staff. **Categories of Individuals in Bank:** Persons involved in investigations. **Policies and Practices – Storage:** Paper. **Retrievability:** Store/department number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Security Services, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1918.



## Human Resources Division

The division develops and administers policies on human-resource development, employee relations, recruitment, job evaluation, records management, management and employee information, employee benefits, interpretation and negotiation of the Collective Agreement, government policies and legislation, grievance procedures, negotiations and related employee services. It comprises Staff Relations and Personnel Services (recruitment, classifications, benefits and compensation, records, human-resource planning and development, Affirmative Action Program, Health Centre, and employee assistance).

### Personal Information Banks

Contain information relating to benefits, working conditions and grievances.

### Attendance Recording System

**Location:** Human Resources Division, 55 Lake Shore Boulevard East, Toronto. Also Executive Office, personnel departments and line managers' offices. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, attendance. **Uses:** Record absences; provide statistical information. **Categories of Users:** LCBO management, Personnel and Payroll Department staff. **Categories of Individuals in Bank:** Permanent employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and location or type of absence (sick leave, vacation, Workers' Compensation leave). **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years from date of termination, then destroyed. **Official Responsible:** Personnel Director, 55 Lake Shore Boulevard East, Toronto, Ontario, M5A 1A4, telephone: (416) 963-1210.

### Disciplinary Actions

**Location:** Personnel Department, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, documentation concerning disciplinary action. **Uses:** Record disciplinary action. **Categories of Users:** Staff Relations, lawyer, department heads. **Categories of Individuals in Bank:** Permanent employees who have been disciplined. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured by Personnel Department. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Personnel Director, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1210.

### Employment Applications

**Location:** Recruitment Office, 55 Lake Shore Boulevard East, Toronto. Also regional offices. Refer to the public telephone directory for addresses. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, education, applications, resumes. **Uses:** Identify candidates for job

openings. **Categories of Users:** Recruitment staff, department heads, managers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name (within Metropolitan Toronto), town (outside Metropolitan Toronto). **Access Controls:** Secured in Recruitment Office and regional directors' offices. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Personnel Director, Human Resources, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1210.

### Grievances

**Location:** Human Resources Division, Staff Relations and Personnel Department, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, grievance forms, notices, replies, grievance awards, correspondence concerning grievance, supporting documentation. **Uses:** Document the grievance process. **Categories of Users:** Staff Relations, lawyers, board manager. **Categories of Individuals in Bank:** Employees submitting grievances who are covered by collective agreement. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or grievance number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Staff Relations Officer, Human Resources Division, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1928.

### Harassment Files

**Location:** Affirmative Action Program Office, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Complainants and respondents names, complaint documentation, outcome. **Uses:** Provide a record of complaints; ensure proper procedures are followed. **Categories of Users:** Affirmative Action Program staff, Human Resources vice-president and manager, Human Rights Commission. **Categories and Individual in Bank:** Complainants and respondents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Human Resources, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1229.

### Job Competitions

**Location:** Recruitment Section, Personnel Department, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, education, request to fill position, job posting or advertisement, applications for transfer or promotion, resumes, competition information, name of successful applicant. **Uses:** Administer competitions, hirings and promotions. **Categories of Users:** Human Resources staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Posting number or file number. **Access Controls:** Secured by Recruitment Section. **Retention and Disposal:** 15 years,

then destroyed. **Official Responsible:** Recruitment Supervisor, Recruitment Section, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1210.

### Medical Information

**Location:** Health Centre, Human Resources Division, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, employment history, medical information, Disability for Duty (Q11) certificate, doctor's correspondence concerning employee's health problems. **Uses:** Verify condition of health; authorize sick leaves. **Categories of Users:** Executive Director's Committee, Human Resources staff. **Categories of Individuals in Bank:** LCBO employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and area. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Senior Nurse, Health Centre, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1890.

### Payroll/Personnel System

**Location:** Human Resources Division, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, date of birth, education, sex, benefits, salary level, employment history. **Uses:** Issue pay cheques; provide information on employment history and benefits coverage; compile statistical reports (T-4 slips, union requests, benefits). **Categories of Users:** LCBO management, Personnel and Payroll Department staff, employee benefits staff, Ministry of Government Services (Data Service Branch). Select information is available to Ontario Liquor Board Employees' Union (OLBEU), insurance companies, lawyers and banks. **Categories of Individuals in Bank:** Permanent employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Social Insurance Number, data field, name, location. **Access Controls:** Secured location. **Retention and Disposal:** 50 years from date of termination, then destroyed. **Official Responsible:** Personnel Director, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1210.

### Tuition Assistance Program

**Location:** Human Resources Planning and Development, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, location, classification, course, course location, dates, fees, certificate or degree, reimbursement information, results. **Uses:** Maintain record of courses taken. **Categories of Users:** Human Resources Planning and Development staff. **Categories of Individuals in Bank:** Employees applying for tuition assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured in Human Resources Planning and Development. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Human Resources Planning and Development, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1210.

### Workers' Compensation Board Information

**Location:** Health Centre and Personnel Department, 55 Lake Shore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.230. **Types of Information Maintained:** Name, address, employment history, type of injury, claim, correspondence from the Workers' Compensation Board, payments, medical documentation, approval and refusal letters, pensions. **Uses:** Verify status of employee with the Workers' Compensation Board; authorize leave. **Categories of Users:** Health Centre and Personnel Department staff. **Categories of Individuals in Bank:** LCBO employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured in Health Centre. **Retention and Disposal:** Not determined. **Official Responsible:** Senior Nurse, Health Centre, 55 Lake Shore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1890.

### Management Information Services

Provides management and information services (business systems, data management and computer operations), and technical resources. The division comprises: Management Information Services (MIS) Administration, and Information Services (business systems analysis, data management, systems development, systems support, central computer facility, information centre, and software support).

### Personal Information Banks

None

### Support Services Division

The division provides corporate support and administrative services (security, purchasing, mail, printing, communications, planning, records management, forms design, and property leasehold administration and construction). It comprises: Planning and Manuals Development; Security Services; Properties Management; Media Relations; and Administrative Services.

### Personal Information Banks

None

### Products and Distribution Division

Responsible for implementing the LCBO's listing policy, ensuring quality control in accordance with federal, provincial and LCBO regulations, buying products, managing inventory and ensuring transportation and warehousing services.

### Personal Information Banks

None

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## Access

Legal Counsel  
Information and Privacy Administration  
Liquor Control Board of Ontario  
55 Lake Shore Boulevard East  
Toronto, Ontario  
M5E 1A4  
Telephone: (416) 963-1858

A public reading room for the review of manuals and other information is open during regular office hours at 55 Lake Shore Boulevard East, Toronto.

# Management Board of Cabinet

## Head

Chairman of Management Board  
7th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z6  
Telephone: (416) 586-2011

## Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the financial and administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

## Organization

Management Board of Cabinet is organized into two secretariats – the Management Board Secretariat, which provides staff support in matters related to the Management Board of Cabinet Act, and the Human Resources Secretariat, which provides staff support in matters related to the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chairman of Management Board. Each of these organizations is described separately in this chapter.

## Management Board Secretariat (MBS)

### Mandate

The secretariat provides staff support to the Management Board of Cabinet; manages the government's annual allocation process; prepares the annual estimates; and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology.

### Organization

The secretariat comprises the Office of the Secretary and three operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

## Divisions

### Office of the Secretary

Provides staff support to the Secretary of Management Board who is the deputy minister equivalent in the Management Board Secretariat. The office handles all legislative matters; coordinates internal planning and allocation processes and common administrative support services for the secretariat.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

### Information Technology Division

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government; advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals; and manages the secretariat information systems. The division is organized into two branches: Policy Administration and Strategic Policy, and a Systems Development Office.

### Personal Information Banks

None

### Management Policy Division

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals. The division has four operational units – Policy Development and Operations Branch, Freedom of Information and Privacy Branch, the Advertising Review Board, and Corporate Initiatives.

### Personal Information Banks

None

### Programs and Estimates Division

Responsible for corporate expenditure control and the expenditure estimates process. Participates in the government's annual resource allocation process, and advises



Management Board and other Cabinet committees on cost implications and results of ministry program changes and proposals. The division is organized into five branches: Resources Development; Education and Social Services; Justice and General Government; Expenditure Policy and Divisional Services; and Government Activity Review.

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Management Board Secretariat  
6th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z6  
Telephone: (416) 586-2000

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

# Human Resources Secretariat (HRS)

## Mandate

In consultation with ministries, the secretariat develops personnel policies and programs concerning public servants, provides advice to Management Board of Cabinet on human resources management and acts on behalf of the board in collective bargaining and employee relations matters.

## Organization

The secretariat is organized into two divisions and ten branches, one of which reports directly to the deputy minister. Head office is located at Queen's Park, Toronto.

## Divisions

### Corporate Services Division

Provides corporate services and policy direction to ministries in staffing, employment equity, education and French-language training as well as finance and administrative services for the Human Resources Secretariat. Within this division there are four branches: Administrative Services; Education Services; Employment Equity; and Staffing Services.

## Personal Information Banks

The Administrative Services Branch maintains the following common personal information banks as described in the introduction to this directory.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on staffing, temporary employee payroll, and French-language training.

## Applicants' Test Results

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.30(l)(c). **Types of Information Maintained:** Name, Social Insurance Number, results of filing, clerical, secretarial and word-processing tests in both French and English. **Uses:** Maintain a record of the skill level of job applicants, including results of tests. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Individuals seeking regular or temporary employment in the government. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

## Central Staffing Inventories

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.30(l)(c). **Types of Information Maintained:** Name, address, employment and educational history. Inventories contain referrals and applications for office, technical, professional and general services jobs. **Uses:** Provide an inventory of job applicants which ministries may use as part of the hiring process. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Individuals seeking regular or contract employment in the government. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or classification. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Staffing Services

Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Employees Returning from Long-Term Disability

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.30(l)(d); Collective Agreement on Working Conditions and Benefits, Articles 41 and 70. **Types of Information Maintained:** Name, Social Insurance Number, employment and educational history, long-term disability history. **Uses:** Maintain a record of government employees returning to work from long-term disability. **Categories of Users:** Staff of the Staffing Services Branch. **Categories of Individuals in Bank:** Individuals returning from long-term disability and participating in rehabilitative employment. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### French-Language Training Registrants

**Location:** Education Services Branch, 9th Floor, 151 Bloor Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Types of Information Maintained:** Name, ministry, attendance, fees, accumulated progress data, recommendations for future training. **Uses:** Determine plans for appropriate French-language training for government employees. **Categories of Users:** Staff of the Provincial Language School. **Categories of Individuals in Bank:** Government employees registered in the French-language training program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years after completion of the program, then destroyed. **Official Responsible:** Director, Education Services Branch, 9th Floor, 151 Bloor Street West, Toronto, Ontario, M5S 1S4, telephone: (416) 965-3935.

### GO Temporary Employees

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(i) and (iii); Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(b). **Types of Information Maintained:** Name, Social Insurance Number, employment and educational history, record of temporary assignments and appraisal of work performance. **Uses:** Determine appropriate assignment of employees registered in the government's temporary staff service; monitor work performance. **Categories of Users:** Staff of the Staffing Services Branch. **Categories of Individuals in Bank:** Individuals employed in the government's temporary services program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### GO Temporary Payroll

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(i) and (iii). **Types of Information Maintained:** Name, address, hours worked, pay level. **Uses:** Issue pay cheques; compile statistical reports; monitor temporary employment activity. **Categories of Users:** Staff of the Staffing Services Branch, Employee Data Services Branch, Ministry of Government Services, Ministry of Treasury and Economics and ministry Personnel/Human Resources and Finance Branches. **Categories of Individuals in Bank:** Individuals employed in the government's temporary services program. **Policies and Practices – Storage:** Paper, microfilm, computer. **Retrievability:** Name, Social Insurance Number or data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Paper and microfilm retained seven years, then transferred to archives. Computer files retained five years, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Surplus Employees

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.30(l)(p); R.R.O. 1980, Reg. 881, s.19; Collective Agreement on Working Conditions and Benefits, Article 24. **Types of Information Maintained:** Name, Social Insurance Number, employment and educational history, actions taken toward job re-assignment. **Uses:** Determine eligibility of surplus employees for government jobs; monitor activity in the government. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Government employees under notice of release. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or computer data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Paper retained two years, then transferred to archives; computer files retained indefinitely. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Employee Relations Branch

Negotiates with public-sector unions on behalf of Management Board of Cabinet and coordinates occupational health and safety for the ministries.

### Personal Information Banks

None

### Planning and Development Division

Conducts research into the management of human resources; reviews ministry personnel planning proposals; coordinates recruitment, development and compensation for

government executive employees; and establishes and maintains corporate programs for salary and benefits administration for government employees. Within this division there are five branches: Executive Management; Planning and Research; Benefits Policy; Pay and Classification; and Communications and Marketing.

## Personal Information Banks

Contain information on the management of executive employees and corporate human resources planning.

### Acting Assignments

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.4(2) and (3). **Types of Information Maintained:** Name, address, information on acting positions, assignment and payroll documents. **Uses:** Maintain a consolidated record of all acting assignments to executive positions; provide statistical data. **Categories of Users:** Staff of the Executive Management Branch. **Categories of Individuals in Bank:** Current and potential government executive employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Employment Application Inventory

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.6(i). **Types of Information Maintained:** Letters of application, resumes. **Uses:** Identify potential candidates for executive positions. **Categories of Users:** Staff of the Executive Management Branch. **Categories of Individuals in Bank:** Applicants for provincial government executive jobs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Executive Change Register

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Types of Information Maintained:** Name, previous and current job, duration of assignment. **Uses:** Document executive employee movement; provide statistical data. **Categories of Users:** Staff of the Executive Management Branch. **Categories of Individuals in Bank:** Current government executive employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

## Executive Compensation Record

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also Executive Resources Branch, Cabinet Office, and deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Types of Information Maintained:** Name, basic employee salary data including pay levels and retirement forecasts. **Uses:** Maintain a consolidated listing of executive salaries and retirement information. **Categories of Users:** Staff of the Executive Management Branch, select staff at Employee Benefits and Data Services, Ministry of Government Services, Associate Secretary, Executive Resources, Cabinet Office, Executive Development Council, Provincial Auditor, deputy ministers. **Categories of Individuals in Bank:** Government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One copy retained in Executive Management Branch for 15 years, then destroyed; all other copies retained for current year, then destroyed. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Executive Employees' Work History and Career Information

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Types of Information Maintained:** Name, work history, appointment, payroll, skills profiles, career information forms. **Uses:** Maintain a record of the executive employee's work history; provide information for possible job and developmental opportunities. **Categories of Users:** Deputy minister, Executive Management Branch staff, Associate Secretary, Executive Resources, Cabinet Office. **Categories of Individuals in Bank:** Government executive employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435. Access is through the deputy minister to whom the executive reports. See the Government of Ontario Telephone Directory for addresses.

### Insurance Benefits Review

**Location:** Benefits Policy Branch, 2nd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Collective Agreement on Working Conditions and Benefits, Article 45; Memorandum of Understanding with the Ontario Provincial Police Association, Article 32. **Types of Information Maintained:** Name, submissions relating to insurance benefits claims which have not been resolved through the normal claim process, decisions of the

insurance benefits appeal committees. **Uses:** Document the insurance benefits appeal process. **Categories of Users:** Staff of the Benefits Policy Branch. **Categories of Individuals in Bank:** Government employees who have submitted appeals to decisions on insurance benefit claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or committee minute. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after decision, then destroyed. **Official Responsible:** Director, Benefits Policy Branch, 2nd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-9419.

#### **Potential Executive Employees' Work History and Career Information**

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Types of Information Maintained:** Name, work history, skills profiles, career information forms. Information relating to appointment and payroll transactions is maintained at the ministry level. **Uses:** Maintain a record of the potential executive employee's work history; provide information for possible job and developmental opportunities. **Categories of Users:** Staff of the Executive Management Branch, Associate Secretary, Executive Resources, Cabinet Office and the deputy minister of the employee. **Categories of Individuals in Bank:** Ontario public servants and Crown employees assessed as having executive potential. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435. Access is through the deputy minister to whom the potential executive reports. See Government of Ontario Telephone Directory for addresses.

#### **Senior Manpower Planning Inventory**

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also Executive Resources Branch, Cabinet Office, and deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Job title, pay level, assessment of potential. **Uses:** Provide a consolidated listing of information on executives and potential executives; identify potential candidates for executive jobs. **Categories of Users:** Staff of the Executive Management Branch, Associate Secretary, Executive Resources, Cabinet Office, deputy ministers, Executive Development Council. **Categories of Individuals in Bank:** Current and potential government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One copy retained in Executive Management Branch for three years, then destroyed; all other copies

retained for current year, then destroyed. **Official Responsible:** Director, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

## **Affiliated Agencies**

### **Civil Service Commission (CSC)**

The Civil Service Commission, which consists of a chairman and four commissioners, monitors the performance of the government as an employer, with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

#### **Personal Information Banks**

None

### **Ontario Provincial Police Grievance Board**

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes concerning working conditions and terms of employment covered by the Memorandum of Understanding between the province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act, and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

#### **Personal Information Banks**

None

### **Ontario Provincial Police Negotiating Committee**

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, lay-offs and re-appointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

#### **Personal Information Banks**

None



## **Public Sector Pensions Advisory Board**

The Public Sector Pensions Advisory Board provides the chairman of Management Board of Cabinet with information and advice on all matters relating to employee pensions in the Ontario public sector. The board also provides a focus for submissions on these issues from public employers, employees, unions, pensioners, plans administrators, trustees and other interested parties. The board is composed of ten members appointed by the Lieutenant Governor in Council, one of whom is designated as chairman.

### **Personal Information Banks**

None

## **Public Service Superannuation Board**

The Public Service Superannuation Board recommends payments of annuities, pensions and disability benefits to employees of the Ontario public service and rules on application in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The board is composed of four members appointed by the Lieutenant Governor in Council.

### **Personal Information Banks**

None

## **Access**

Information and Privacy Coordinator  
Human Resources Secretariat  
3rd Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z6  
Telephone: (416) 965-1463

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

# Metro Toronto Convention Centre Corporation

## Head

President and Chief Executive Officer  
255 Front Street West  
Toronto, Ontario  
M5V 2W6  
Telephone: (416) 585-8000

## Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, tradeshow and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

## Organization

The centre is organized into four divisions: Finance and Administration; Operations; Sales; and Food and Beverage. These report to the president and chief executive officer who, in turn, is responsible to the board of directors. Each division maintains its own administrative and operational files.

## Divisions

### Finance and Administration Division

Provides direction and management for the financial and administrative functions of the centre including: personnel; payroll; accounting; purchasing; credit; office services; and systems.

### Personal Information Banks

Generally used in personnel- and payroll-related functions. Also related to service contracts, purchase orders and tenders. Used for general administrative and accounting purposes.

### Personnel Files

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Employee name, address, telephone number, medical information, employment history, salary, references, evaluations. **Uses:** Maintain necessary information for hirings, terminations, promotions, etc.; effectively administer personnel and re-

lated functions of the centre. **Categories of Users:** Personnel, payroll and senior managers. **Categories of Individuals in Bank:** Employees of the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Human Resources Manager, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

### Payroll Files

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Employee name, address, telephone number, yearly earnings and deductions information. **Uses:** Determine correct pay and deductions for employees. **Categories of Users:** Payroll and senior accounting staff, auditors. **Categories of Individuals in Bank:** Employees of the centre. **Policies and Practices – Storage:** Paper, computer printout. **Retrievability:** Name, department or employee number. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Administration Manager, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

### Employment Applications

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Letters of application, resumes, application forms, which are filed by name. **Uses:** Identify potential candidates for vacancies. **Categories of Users:** Personnel staff, department managers. **Categories of Individuals in Bank:** Applicants for vacant positions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or skill category. **Access Controls:** Locked filing cabinet. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Human Resources Manager, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

## Operations Division

Coordinates the various departments under its control – Maintenance, Parking, Security, Cleaning, Communications and Event Services – as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing, and servicing their needs.

### Personal Information Banks

Contain information related to the medical treatment of employees.

### Nursing Files

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in

Council 126-2/81. **Types of Information Maintained:** Employee name, department, medical information. **Uses:** Maintain information supplied by employees to ensure continuity of medical treatment. **Categories of Users:** Nurse. **Categories of Individuals in Bank:** Employees who have consulted the nurse. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Operations, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

## Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and tradeshow business from Canadian, American and international associations and corporations.

### Personal Information Banks

None

## Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

### Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Metro Toronto Convention Centre  
255 Front Street West  
Toronto, Ontario  
M5V 2W6  
Telephone: (416) 585-8000

A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.

# Ministry of Municipal Affairs

## Head

Minister of Municipal Affairs  
17th Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7000

## Mandate

The ministry is responsible for local government and community planning in the province. It ensures that municipalities have the legislative authority to respond to changing needs and provides management, administrative and financial support. The ministry encourages sound planning at the local level and renewal activity in municipalities through financial and technical assistance. It is also responsible for the Niagara Escarpment Commission.

## Organization

The ministry is organized into two wings – Municipal Affairs and Community Planning – with 14 field offices and a central Corporate Planning and Coordination Unit reporting to the deputy minister. The Ontario Municipal Audit Bureau reports to the deputy minister in his capacity as chairman of the Ontario Municipal Audit Council. Each wing and the Niagara Escarpment Commission maintain their own administration and operations records.

## Divisions

### Corporate Planning and Coordination Unit

The unit coordinates policy and program planning, and maintains agency-ministry liaison.

### Personal Information Banks

The Ministry of Housing provides central human-resource, financial, legal, communications and administrative services and maintains the following common personal information banks as described in the introduction to this directory.

Affirmative Action/Employment Equity Program  
Identity/Employee Card  
Ombudsman/Human Rights Commission  
Travel Expense Accounts  
Workers' Compensation

## Municipal Affairs Wing

Maintains liaison between municipalities; provides analysis of organizational, functional and structural aspects of local government, and financial analysis and advisory services to municipalities; administers transfer payments to municipalities; and oversees the promotion and operation of local government. Comprises seven branches, 10 field offices and a secretariat, which work with the 839 Ontario municipalities.

### Personal Information Banks

Contain information relating to applicants for municipal tax rebates or grants or loans under several programs, student applications for grants or subsidized wage programs to study or work for local government, and records on property liens to recover loans and property taxes paid on behalf of tenants of provincially owned property.

### Grants to Students for Research on Local Government

**Location:** Local Government Organization Branch, 11th Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, 1981, S.O. c.19, s.4; Order in Council 1773/85. **Types of Information Maintained:** Name, address, date of birth, education, references. **Uses:** Decide eligibility for grants. **Categories of Users:** A selection committee of academics and ministry representatives, program officers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Until program completed, then select files to archives. **Official Responsible:** Director, Local Government Organization Branch, 11th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7270.

### Ontario Disaster Relief Assistance Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, and Field Services Branch, 11th Floor, 777 Bay Street, Toronto. Also some regional field services offices. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Order in Council 1770/85. **Types of Information Maintained:** Public agencies' and individuals' names, addresses, allowable grant paid, personal financial information. **Uses:** Determine eligibility for grants. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Individuals and public agencies suffering financial hardship as a result of natural disasters. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/municipality's name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

### Property Liens For Recovery of Municipal and School Tax Loans Provided Until 1980

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal and School Tax Credit Assistance Act, R.S.O. 1980, c.285, s.2. **Types of Information Maintained:** Names and addresses of property



owners, year of receipt of loans, amount received, property lien number, sequence number. **Uses:** Maintain a record of liens placed on property for purposes of recovering property tax loans. **Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Individuals who received loans for payment of municipal and school board taxes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Municipality, lien sequence numbers and name. **Access Controls:** File cabinet and computer access restricted to program officers. **Retention and Disposal:** Two years after discharge of lien, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Shoreline Property Assistance Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Shoreline Property Assistance Act, R.S.O. 1980, c.471, s.3, s.4 and s.12. **Types of Information Maintained:** Name and address of property owner, description of property, proposed date of loan, amount of loan and annual rate of repayment, cost of work done, inspection and completion certificates. **Uses:** Determine eligibility for loans to owners of shoreline property for erosion control work; monitor repayment of loans and completion of work on properties. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Municipalities and individuals owning shoreline property. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality name, then property-owner's name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Student Involvement In Municipal Administration Program

**Location:** Subsidies Branch, 12 Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, 1981, S.O. 1981, c.19, s.4; Order in Council 1773/85. **Types of Information Maintained:** Application and claim forms including name, address, education. **Uses:** Establish municipalities' eligibility for subsidies to hire students for an 18-week period. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Students hired by municipalities qualifying for subsidies. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality and program year. **Access Controls:** Filing cabinets restricted to authorized users. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tax Reduction Program For Farmers

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Order in Council 1705/86. **Types of Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, commodity, dwellings, citizenship, pensioner and tax-payment status for properties assessed as farms. **Uses:** Decide

eligibility for rebates on property taxes paid. **Categories of Users:** Authorized staff of the Ministry of Agriculture and Food, the Farm Tax Appeal Board and the Ministry of Municipal Affairs. **Categories of Individuals in Bank:** Owners of property assessed as farms in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Assessment roll number and name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tax Reduction Program For Managed Forests

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.4; Order in Council 1771/86. **Types of Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, Woodlands Improvement number, citizenship, pensioner and tax-payment status for properties deemed to be managed forests in Ontario. **Uses:** Decide eligibility for rebates on property taxes. **Categories of Users:** Ministry of Natural Resources program officer, Ministry of Municipal Affairs. **Categories of Individuals in Bank:** Owners of property deemed to be managed forest property in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Assessment roll number and name. **Access Controls:** Filing cabinets restricted to authorized users. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tenants of Provincial Properties Tax Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31, s.17. **Types of Information Maintained:** Names and addresses of tenants of provincial properties, school support, property assessment and ownership, share of property taxes paid. **Uses:** Pay municipal and school board taxes on provincial properties. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Tenants of provincial properties. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Property assessment roll number, owner ministry and individual's name. **Access Controls:** Filing cabinet and computer with access restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Public Records

##### Municipal Officials

**Purpose:** Publish Municipal Directory. **Legal Authority:** Municipal Act, R.S.O. 1980, c.302, s.84; Ministry of Municipal Affairs and Housing Act, S.O. 1980, c.19, s.4(1)(a) and s.4(4). **Types of Information Maintained:** Names and titles of elected municipal officials and certain appointed officials. **Policies and Practices – Retrievability:** Name, municipality, locality characteristics. **Retention and Disposal:** Three years, to coincide with municipal elections, then destroyed. **Access Procedures:** Director, Provincial

Municipal Affairs Secretariat, 13th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6283.

## Community Planning Wing

Responsible for effective land-use planning in Ontario, the Community Planning Wing ensures that municipalities are guided by sound planning principles. Administers planning legislation; advises municipalities and the public on all matters pertaining to the Planning Act; and provides grants and loans to municipalities and planning boards. It consists of five head office branches, a central Local Planning Policy Office and five field offices.

### Personal Information Banks

None

## Affiliated Agencies

### Niagara Escarpment Commission

The commission maintains the lands of the Niagara Escarpment and vicinity as a continuous natural environment. It ensures only development that is compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Clarksburg.

### Personal Information Banks

None

### Public Records

Contain information relating to applications for various forms of land development within the development control area and to contraventions.

### Contraventions

**Purpose:** Record details and history of contraventions of the Niagara Escarpment Plan; provide bases for further action against contravenor. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.24. **Types of Information Maintained:** Name, address, location, correspondence, reports. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

### Development Permit Applications

**Purpose:** Provide data from which the commission can decide on land usage in the the escarpment. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.23(2)(b). **Types of Information Maintained:** Name, address, location, ownership, construction details, site plan, list of owners within 400 feet, correspondence, appeals, final decisions. **Policies and**

**Practices – Retrievability:** Application number cross-referenced to name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Clarksburg Office, 11-13 Marsh Street, P.O. Box 9, Clarksburg, Ontario, N0H 1J0, telephone: (519) 599-3340; Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191; Grimsby Office, 166 Main Street West, Grimsby, Ontario, L3M 1S3, telephone: (416) 945-9235.

### Plans Amendment Applications

**Purpose:** Provide bases for commission's decisions, public hearings, minister's and Cabinet's decision on amendments to the Niagara Escarpment Plan. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.12. **Types of Information Maintained:** Name, address, property owner, location, proposed change to designation, final decision. **Policies and Practices – Retrievability:** Application number and name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

## Access

Information and Privacy Coordinator  
Ministry of Municipal Affairs  
777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7000

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

# Minister Responsible for Native Affairs

## Head

Minister Responsible for Native Affairs  
18th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-1664

## Mandate

The Minister Responsible for Native Affairs develops and coordinates government-wide Native Affairs policy and monitors the development and delivery of line ministry programs affecting Native people.

## Organization

The Attorney General of Ontario is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Directorate supports the minister in carrying out his mandate.

## Ontario Native Affairs Directorate

The office supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as chairman of the Cabinet Committee on Native Affairs.

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of the Attorney General  
18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-4836

A public reading room for the review of manuals and other information is open during regular office hours on the fourteenth floor at 18 King Street East, Toronto.

# Ministry of Natural Resources

## Head

Minister of Natural Resources  
6th Floor, Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3  
Telephone: (416) 965-1301

## Mandate

To provide continuous social and economic benefits from both the development and the conservation of natural resources. To ensure the wise use of natural resources and protect life and property from forest fires, floods and erosion.

## Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister, the Administration Division and four program groups – Finance and Administration, Forest Resources, Lands and Waters, and Outdoor Recreation. The field organization is structured around a Northern Ontario Office and a Southern Ontario Office each with four regional offices. Each regional office maintains between five and eight district offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries concerning the records of this group should be addressed to the Ministry of Northern Development and Mines.

## Divisions

### Office of the Deputy Minister

The office provides staff support in the areas of policy development coordination, land-use planning, and environmental assessment programs to the deputy minister. Also responsible for briefing the minister and coordinating strategic planning for the ministry.

### Personal Information Banks

Contain information concerning employees who report cases of conflict of interest.

### Conflict of Interest

**Location:** Deputy Minister's Office, 6th Floor, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, s.20. **Types of Information Maintained:** Employee's name, documentation concerning conflict of interest. **Uses:** Determine whether or not there is a conflict of interest when staff carry on non-ministry activities or bid on ministry contracts. **Categories of Users:** Deputy minister, employee. **Categories of Individuals in Bank:** Employees reporting conflicts of interest to the deputy minister. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to deputy minister. **Retention and Disposal:** Not determined. **Official Responsible:** Deputy Minister, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2704.

## Administration Division

The division is responsible for providing administrative support and services for ministry programs. Comprises five offices: Communications; Legal Services; Management Planning and Analysis; Personnel Services; and Affirmative Action. Also includes the Finance and Administration Group which comprises four branches: Administrative Services; Financial Resources; Internal Audit; and Systems Services.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning and Training  
Central Attendance Recording System (CARS)  
Identity/Employee Card  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expenses  
Workers' Compensation

Also contain general information relating to financial, legal, communications and administration matters.

### Accounting System for Aggregates

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Pits and Quarries Control Act, R.S.O. 1980, c.367; R.R.O. 1980, Reg. 784, s.2(7). **Types of Information Maintained:** Operator's name, address, licence number, collateral held in trust. **Uses:** Maintain records of collateral deposits and refunds. **Categories of Users:** Branch administrative staff, program specialists, district inspectors, legal and accounting firms for



audit purposes. **Categories of Individuals in Bank:** Aggregate operators. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, licence number. **Access Controls:** Computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts – Acreage Tax, Leases, and Licences of Occupation**

**Location:** Revenue Section, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.15, s.19 and s.39; Mining Act, R.S.O. 1980, c.268, s.207. **Types of Information Maintained:** Name, address, amount of rent, description of property, financial transactions pertaining to the property. **Uses:** Billing; collect fees. **Categories of Users:** Mining companies, ministry officials. Public access to names, addresses, and amount of rent. **Categories of Individuals in Bank:** Licence and lease holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, account number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Perpetuity. **Official Responsible:** Supervisor, Revenue Section, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2770.

#### **Accounts Receivable – Land Sales and Water Power**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40. **Types of Information Maintained:** Company's/individual's name and address, account numbers, lease and sale numbers, property descriptions, leases. **Uses:** Maintain records of land and water power payments; bill and collect revenue for land sales/water power payments; maintain record of patented lands. **Categories of Users:** Staff of Lands and Waters Group, Titles Section, Financial Planning and Program Evaluation Section. **Categories of Individuals in Bank:** Private and government bodies producing water power, municipalities, ministries, individuals purchasing Crown land. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and lease number, sale number. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts Receivable – Mining Accounts Receivable System (MARS)**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.44, s.94, s.192 and s.202. **Types of Information Maintained:** Individual's/company's name, address, account number. **Uses:** Bill for and collect revenue from mining and gas leases, licences of occupation, exploratory licences, etc., and acreage tax on patented mining lands. **Categories of Users:** Staff of Lands and Waters Group, Acreage Tax Roll Lands and Leases and designated staff of the Ministry of Northern Development and Mines. Public access to names, addresses, rentals and tax. **Categories of Individuals in Bank:** Mining companies, individual free-

holders (patented mining land) and leaseholders and licensees conducting mining activity on public and private properties. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, account number. **Access Controls:** Computer password. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts Receivable – Timber Accounts Receivable System (TARS)**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.11(2). **Types of Information Maintained:** Operator's name, address, customer and licence numbers. **Uses:** Bill for and collect revenue from stumpage and area charges for the removal of trees; maintain record of agreements, liens, etc. **Categories of Users:** Staff of Timber Sales Branch, regional and district offices. **Categories of Individuals in Bank:** Companies/individuals licensed to remove trees from Crown properties. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Customer name, number and/or licence number. **Access Controls:** Computer password, cabinets restricted to designated ministry staff. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Agreements and Contracts**

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Interpretations Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, financial arrangements, payments, terms of agreement, bonds, record of tenders opened, awards made. **Uses:** Establish terms and conditions of contracts between the Crown and contractors. **Categories of Users:** Administrative officials in federal, provincial, and municipal governments and parties to the agreement/contract. **Categories of Individuals in Bank:** Federal, provincial, and municipal government agencies and contractors in the private sector who are a party to a contract. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 21 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 967-2748.

#### **Creative Services and Information Services – Suppliers**

**Location:** Communications Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, types of services. **Uses:** Select suppliers for ministry projects and contracts. **Categories of Users:** Creative Services Section supervisory staff and managers. **Categories of Individuals in Bank:** Editors, writers, printers, designers, exhibit and

display-system suppliers. **Policies and Practices –**

**Storage:** Paper. **Retrievability:** Name, service. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Communications Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-3315.

### Claims and Legal Proceedings

Information relating to accident claims, seizures, proceedings against the Crown, fatalities, bankruptcy reports and prosecutions is maintained in nine separate and distinct banks that can be described as follows.

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, and various acts administered by the ministry. **Types of Information Maintained:** Name, address, sex, age, accident reports, claim, charges, articles seized, compensation claims, cause of death, financial statements, penalties, employment. **Uses:** Provide bases for possible litigation or preparation for prosecutions; resolve claims; evaluate cause of accident. **Categories of Users:** Ministry administrative officials. The Attorney General and the Coronor's Office have access to some banks.

**Categories of Individuals in Bank:** Individuals reporting accidents, charged with violations, pursuing litigation proceedings, identified in court action, owing the ministry money, or who have declared bankruptcy, or died in circumstances which may involve the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated Legal Services staff. **Retention and Disposal:** Maximum 20 years, then transferred to archives, some not determined. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

### Driver Training, Testing, and Ministry Vehicle Accidents Records

**Location:** Personnel Services Branch, 99 Wellesley Street West, Toronto. Also regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Names, age, driver's licence number, address, results of vision tests. **Uses:** Determine driver's qualifications. **Categories of Users:** Managers, safety officers, regional coordinators. **Categories of Individuals in Bank:** Classified and unclassified employees driving ministry vehicles. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or driver's licence. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Personnel Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-3825. Safety supervisors in regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

### Land Titles, Expropriations and Business Acquisitions

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Public Lands Act, R.S.O. 1980,

c.413, s.2, s.16, and s.23(3); Expropriations Act, R.S.O. 1980, c.148; Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Name, quit claim deeds, affidavits, notice to vacate lands, licences, assets, settlements, location of property. **Uses:** Determine legal entitlement to lands; evict those occupying Crown lands without authorization; obtain minister's approval to expropriate land; acquire commercial fishing businesses; determine compensation. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Individuals occupying land without authorization or whose title is in dispute, from whom the ministry is attempting to expropriate land, or whose commercial fishing business has been purchased by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

### Legal and Quasi-Legal Hearings and Inquiries

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285; and various specific acts such as the Pits and Quarries Control Act, R.S.O. 1980, c.378. **Types of Information Maintained:** Name, address, licences, permits, financial information, appeals judgements, investigation reports, medical information, hearing board documents, charges. **Uses:** Provide basis for hearings; resolve complaints; prepare evidence for appeals to determine whether or not permits should be renewed, refused or cancelled. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Individuals appealing ministry decisions, lodging complaints with the Ombudsman or appeals with the Mining and Lands Commissioner, or who have had pits and quarry licences renewed or refused. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** Maximum 20 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

### Licence Issuers

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.43(2); Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name of licence issuer, business location, telephone number, licence types and quantities sent, revenue received/owed, account number. **Uses:** Maintain an inventory of fish and wildlife licences; maintain accounts receivable. **Categories of Users:** Staff of Licence Issuing Section, Outdoor Recreation Group, Communications Services Branch. **Categories of Individuals in Bank:** Individuals appointed by the Minister of Natural Resources as issuers of fish and wildlife licences. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Account number. **Access Controls:** Computer password, locked storage. **Retention and Disposal:** Five years after resignation, then destroyed. **Official Responsible:** Director, Financial Resources Branch,

Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

### Orders in Council

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, and 19 acts administered by the ministry. **Types of Information Maintained:** Name, address, salary, Social Insurance Number. **Uses:** Make appointments to agencies, boards and commissions. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Public servants, ministries, government agencies, private citizens. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, and Order in Council number. **Access Controls:** Cabinets restricted to designated Legal Services staff. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

### Staff Transfers to Ministry of Northern Development and Mines

**Location:** Management Planning and Analysis, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, position of employee transferred to new Ministry of Northern Development and Mines. **Uses:** Record people, ceiling dollars, positions transferred. **Categories of Users:** Director, Management Planning and Analysis staff, selected senior executives. **Categories of Individuals in Bank:** Employees transferred to Ministry of Northern Development and Mines. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, function, position. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Management Planning and Analysis, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-4143.

## Forest Resources Group

The group proposes and develops major long-term policies and priorities for the forest-management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, timber licensing, pest control, private land, forest productivity and technology transfer.

### Personal Information Banks

Contain information relating to permits, licences, contractors, and agreements.

### Forester Eligibility Records

**Location:** Forest Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Re-

sources Act, R.S.O. 1980, c.285, s.2. **Types of Information Maintained:** Name, address, education record. **Uses:** Maintain lists of eligible candidates for short- or long-term contract or permanent employment. **Categories of Users:** Field and main office managers. **Categories of Individuals in Bank:** Graduate foresters, foresters-in-training, graduates of training programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Professional Development Coordinator. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Forest Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2787.

### Hybrid Poplar Program – Participants

**Location:** Ontario Tree Improvement and Forest Biomass Institute, Maple. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name, address, characteristics of property where hybrid poplar cuttings to be grown. **Uses:** Mailing. **Categories of Users:** Ontario Tree Improvement and Forest Biomass Institute staff. **Categories of Individuals in Bank:** Individuals participating in "hy-pop" (hybrid poplar) program in 1983/84 and 1984/85. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and region. **Access Controls:** Restricted to designated staff. **Retention and Disposal:** Not determined. **Official Responsible:** Technology Transfer Specialist, Ontario Tree Improvement and Forest Biomass Institute, Maple, Ontario, L0J 1E0, telephone: (416) 832-2761.

### Private Container-Production Facilities with Multi-Year Agreements

**Location:** Forest Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name, address. **Uses:** Reference; record agreements. **Categories of Users:** Forest Resources Branch staff and forest management field staff. **Categories of Individuals in Bank:** Private container-stock (tree seedling) producers with multi-year agreements. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Stock Production Unit supervisor. **Retention and Disposal:** Variable, then destroyed. **Official Responsible:** Director, Forest Resources Branch, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2787.

### Private Tree-Planting Contractors

**Location:** Forest Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name, address. **Uses:** Maintain list of contractors eligible to bid on tree-planting contracts. **Categories of Users:** Ministry forestry and field staff. **Categories of Individuals in Bank:** Private tree-planting contractors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Program Control Section manager. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Forest Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2787.



## Scaler's Licences

**Location:** Timber Sales Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109. **Types of Information Maintained:** Name, address, licence number, scaling course attendance and results, scaling refresher course history, other education, Social Insurance Number. **Uses:** Issue licences; update eligibility lists of licensed timber scalers. **Categories of Users:** Wood Measurement Section staff. **Categories of Individuals in Bank:** Public- and private-sector licensees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, licence number. **Access Controls:** Computer password. **Retention and Disposal:** Updated annually, then transferred to archives. **Official Responsible:** Supervisor, Wood Measurement Section, Room 3640, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0378.

## Timber Cutting Permits

**Location:** Timber Sales Branch, Whitney Block, 99 Wellesley Street West, Toronto. Regional and district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.2 to s.7; Woodland Improvement Act, R.S.O. 1980, c.535, s.3. **Types of Information Maintained:** Name, address, telephone number, description of property being cut, volume and values to be cut, payments. **Uses:** Record volumes cut and revenues received. **Categories of Users:** Ministry forestry staff. **Categories of Individuals in Bank:** Permit holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and permit number. **Access Controls:** Computer password, cabinets restricted to designated ministry staff. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Director, Timber Sales Branch, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-3948. Also regional foresters and district forest supervisors. Refer to the Government of Ontario Telephone Directory for addresses.

## Woodlands Improvement Act – Agreement Holders

**Location:** Forest Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Woodlands Improvement Act, R.S.O. 1980, c.535, s.2. **Types of Information Maintained:** Name, address. **Uses:** Maintain mailing list for forestry-education and forest-management material. **Categories of Users:** Forest Resources staff, communications staff. **Categories of Individuals in Bank:** Individuals holding agreements under the Woodlands Improvement Act. **Policies and Practices – Storage:** Cards. **Retrievability:** Cardex identification number. **Access Controls:** Cabinets restricted to designated staff. **Retention and Disposal:** 15 years, then transferred on microfilm to archives. **Official Responsible:** Director, Forest Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0328.

## Outdoor Recreation Group

The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the

commercial use of fishery and wildlife resources. Fisheries Branch manages the fisheries resources of Ontario, including planning and coordinating commercial uses and sport-fishing opportunities. Parks and Recreation Areas Branch is responsible for operations, planning and development in provincial parks. Wildlife Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands, and commercial trapping.

## Personal Information Banks

Contain information on individuals seeking permits and licences.

## Camping and Vehicle Permits, Reservations, Credit Card Sales and Refund Slips

**Location:** Individual provincial parks offering camping and/or reservations. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401; R.R.O. 1980, Reg. 882; Interpretation Act, c.219, s.27(b). **Types of Information Maintained:** Registered camper's name, address, vehicle licence number, names of other campers in party, credit card number, senior citizen number. **Uses:** Reserve campsites; authorize permit holder and members of his/her party to occupy the designated campsite until the departure date; emergency or enforcement purposes. **Categories of Users:** Park clerks, gatehouse attendants, park superintendents and their assistants. **Categories of Individuals in Bank:** Individuals occupying or reserving campsites in provincial parks. **Policies and Practices – Storage:** Paper. **Retrievability:** Various (e.g., name of registered camper, arrival date, transaction number, campsite number). **Access Controls:** Locked cabinet. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Parks and Recreational Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5160. Also, park superintendents. Refer to the Government of Ontario Telephone Directory for addresses.

## Commercial Fishing and Bait-Fish Licences

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, designated fishing area. **Uses:** Evaluate suitability of applicant for a commercial fishing licence; control the number of bait-fish licences issued. **Categories of Users:** Branch administrative staff, program specialists, field staff. **Categories of Individuals in Bank:** Licence holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number and name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Maximum 10 years, then destroyed. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

## Community Fisheries Involvement Program (CFIP) – Project Proposals

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980,



c.182, s.3; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name and address of club, group, organization or individual, landowner's letter of permission. **Uses:** Evaluate the suitability of projects; evaluate eligibility for CFIP funding. **Categories of Users:** CFIP administrative staff in branches, regions and districts. **Categories of Individuals in Bank:** Project proponents, landowners. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, location. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Community Fisheries Involvement Program (CFIP) Coordinator, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-7885.

### Enforcement Officers' Daily Reports

**Location:** District and regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, badge number of conservation officers, deputy conservation officers and park wardens, summary of charges, warnings. **Uses:** Draw up work plans, budgets, work schedules; create training programs; provide basis performance reviews, law enforcement reports. **Categories of Users:** Officers, managers, supervisors. **Categories of Individuals in Bank:** Ministry of Natural Resources law enforcement officers, program managers and supervisors. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Maximum three years, then destroyed. **Official Responsible:** Enforcement Supervisor, regional and district offices. Refer to the Government of Ontario Directory for addresses.

### Fishing Permits – Scientific Collectors

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ontario fishery regulations made under the Fisheries Act, R.S.C. 1970, c.849, s.1(79-131). **Types of Information Maintained:** Name, address, affiliation, associates. **Uses:** Control the sampling of native fish species by private organizations. **Categories of Users:** Ministry fisheries staff and enforcement staff. **Categories of Individuals in Bank:** Permit holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Permit number and name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

### Fishing Preserves and Fish Propagation – Licences

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.12; R.R.O. 1980, Reg. 433; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, telephone number, location of rural property. **Uses:** Issue licences. **Categories of Users:** Ministry fisheries and enforcement staff. **Categories of Individuals in Bank:** Individuals licensed to maintain off-season fishing operations or to legally raise and sell fish. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and

licence number. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

### Fur Administration

Licensing and administration data for the trapping, buying, selling, exporting and sealing of furs are maintained in 13 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 415 and Reg. 420. **Types of Information Maintained:** Name, address, and, in some banks, age, date of birth, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement. **Categories of Users:** Wildlife and enforcement staff. **Categories of Individuals in Bank:** Trappers, fur buyers, dealers, importers, farmers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street, West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Hunter Education

Data on the education, training and licensing of hunters are maintained in three separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 418; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, Social Insurance Number, sex, date and place of birth, languages spoken, height, weight, criminal history. **Uses:** Administration; maintain identification records; law enforcement. **Categories of Users:** Ministry hunter education coordinators. **Categories of Individuals in Bank:** Potential hunter education instructors, new hunters. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Hunting Licences

Licensing and administration data for game hunting are maintained in 26 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** O. Reg. 233/82; R.R.O. 1980, Reg. 420, Reg. 421 and Reg. 422. **Types of Information Maintained:** Name, address, date of birth, and, in some banks, hair and eye colour, height, weight. **Uses:** Issue licences; maintain identification records; law enforcement. **Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Hunters, tourist outfitters. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Computer password, locked

cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Intelligence Reports

**Location:** Special Investigations Unit, Conestoga Drive, Cambridge. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Fisheries Act (federal), Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Name, address, date of birth, height, weight, sex, driver's licence number, Social Insurance Number, distinguishing features, citizenship, spouse, present employers, bank. **Uses:** Special investigations; background information. **Categories of Users:** Coordinator of special investigations, special investigators, field conservation officers. **Categories of Individuals in Bank:** Individuals and companies suspected of being involved in large-scale illegal operations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Maximum three years, then destroyed. **Official Responsible:** Coordinator, Special Investigations Unit, Conestoga Drive, Cambridge, Ontario, telephone: (519) 740-1310.

### Law-Enforcement Courses – Candidates

**Location:** Enforcement Specialist's Office, Outdoor Recreation Group, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, examinations and final marks for each candidate. **Uses:** Review performance; make recommendations for promotions, transfers, secondments. **Categories of Users:** Law enforcement program managers. **Categories of Individuals in Bank:** Candidates for courses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Not determined. **Official Responsible:** Enforcement Specialist, Outdoor Recreation Group, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5661.

### Miscellaneous Wildlife Applications, Permits and Licences

Data on permissions, licensing and administration in areas of the wildlife program other than furs, hunting, and education (e.g., the exportation of game animals, wild rice harvesting, the propagation, possession and selling of species, the operation of preserves, and guide licences) are maintained in 16 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 404, Reg. 416, Reg. 417, Reg. 420 and Reg. 430. **Types of Information Maintained:** Name, address and, in some banks, age, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement. **Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Exporters (resident and non-resident), wild rice harvesters, hunters, trappers, farmers, preserve operators, collectors, guides, propagators/sellers of game

birds. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Offence, Seizure and Prosecution Reports

**Location:** Enforcement Specialist's Office, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; Fisheries Act (federal), Migratory Birds Convention Act, (federal). **Types of Information Maintained:** Violations and violator's name, address, driver's licence, date of birth, time of infraction, charging officer and court results. **Uses:** Provide basis for legal proceedings for offences under any statute enforced by Ministry of Natural Resources; maintain law enforcement reports. **Categories of Users:** Law enforcement officers, law enforcement program managers/supervisors, courts and other law enforcement agencies. **Categories of Individuals in Bank:** Violators of statutes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to law enforcement officers. **Retention and Disposal:** Maximum to 20 years, then transferred to archives. **Official Responsible:** Enforcement Specialist, Outdoor Recreation, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5661.

### Official Warning in Lieu of Formal Charges

**Location:** Enforcement Specialist's Office, Outdoor Recreation Group, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, age, vehicle, vehicle owner. **Uses:** Issue written warnings to offenders for violations of parks, fish and wildlife legislation. **Categories of Users:** Law enforcement officers/supervisors issuing warnings. **Categories of Individuals in Bank:** Offenders and law enforcement officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to law enforcement officers. **Retention and Disposal:** Maximum 2 years, then destroyed. **Official Responsible:** District or park office law enforcement officers. Refer to the Government of Ontario Telephone Directory for addresses.

### Park Complaint and Occurrence Reports

**Location:** Parks and Recreational Areas Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** The Provincial Parks Act, R.S.O. 1980, c.401. **Types of Information Maintained:** Complainant's name, address, telephone number, may include name of violator, statutes violated, evictions and warnings. **Uses:** Report weekly park statistics for charges laid, rowdiness, occurrences, evictions, types of charges. **Categories of Users:** Parks law enforcement program managers. **Categories of Individuals in Bank:** Complainants, security officers and park wardens. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Restricted to designated parks and enforcement staff. **Retention and Disposal:** Maximum 5 years, then destroyed. **Official Responsible:** Director, Parks and Recreation Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5160.

## Tenders for Concessions

**Location:** Parks and Recreation Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto. Also field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401, s.7(3). **Types of Information Maintained:** Home and business addresses, signature of tenderer, signature of witness, tender number, type of concession. **Uses:** Record agreements between Crown and concession operators. **Categories of Users:** District Manager, Park staff at Regional Office, Main Office Branches. **Categories of Individuals in Bank:** Individuals tendering for concessions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, concession type. **Access Controls:** Locked cabinet. **Retention and Disposal:** Maximum five years, then destroyed. **Official Responsible:** Director, Parks and Recreational Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5160.

## Lands and Waters Group

The group is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural-resource issues.

## Personal Information Banks

Contain information relating to public lands.

### Public Lands – Disposition and Tenure

**Location:** Titles Section, Whitney Block, 99 Wellesley Street West, Toronto. Regional and district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413 and the regulations pertaining thereto. **Types of Information Maintained:** Name, address, telephone number, occupation, age, location of property applied for. **Uses:** Issue tenure documents; provide information on the form of tenure; collect fees; investigate cases of unauthorized occupation. **Categories of Users:** District land supervisors and their technical staff, regional and main office administrative staff, applicants for public lands with respect to their own personal information, Ombudsman. **Categories of Individuals in Bank:** Applicants for public lands. **Policies and Practices – Storage:** Paper. **Retrievability:** Location and file number, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Perpetuity. **Official Responsible:** Supervisor of Titles, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A W3, telephone: (416) 965-1319. Also Regional Directors. Refer to Government of Ontario Telephone Directory for addresses.

## Public Records

Contain information relating to leasing and licences of occupation for public and mining lands.

### Crown Leases – Public and Mining Lands

**Purpose:** Record ownership and lease conditions of land. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.15, s.39 and s.40; Mining Act, R.S.O. 1980, c.268. **Types of Information Maintained:** Name, address, amount of rent, property description. **Policies and Practices – Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319. Regional and district Lands Offices. Refer to the Government of Ontario Telephone Directory for addresses. Also the Land Registry Office, Ministry of Consumer and Commercial Relations. Refer to the blue pages of the telephone directory for addresses.

### Licences of Occupation – Public Lands and Mining Lands

**Purpose:** Record ownership and licence conditions. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2 and s.19; Mining Act, R.S.O. 1980, c.268. **Types of Information Maintained:** Name, address, amount of rent, property description. **Policy and Practices – Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319.

## Southern Ontario and Northern Ontario Field Offices

Southern Ontario, with the northern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in southern Ontario. There are four regional offices and 21 district offices in southern Ontario.

Northern Ontario, with the southern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in northern Ontario. There are four regional offices, 26 district offices, and the Aviation and Fire Management Centre in northern Ontario.

## Personal Information Banks

Contain information relating to the operation and administration of ministry programs and responsibilities in the southern and northern Ontario field offices, including their respective regional and district offices.

### Accommodation or Hunting Services – Certificates

**Location:** Northwestern Regional Office, P.O. Box 5160, 810 Robertson Street, Kenora. **Legal Authority:** O. Reg. 492/83. **Types of Information Maintained:** Name and address of



hunting service or tourist accommodation proprietors, name and address of non-resident bear or deer hunters or immediate resident relatives, bear- and deer-hunting reports. **Uses:** Analyse compliance with regulations; obtain non-resident bear- and deer-harvest information. **Categories of Users:** Regional wildlife specialist. **Categories of Individuals in Bank:** Proprietors of hunting services or tourist accommodations, non-resident bear and deer hunters. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Names. **Access Controls:** Locked room, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Wildlife Specialist, Northwestern Region, P.O. Box 5160, 810 Robertson Street, Kenora, Ontario, P9N 3X9, telephone: (807) 468-3111.

#### **Boat-Cache Decal Holders – Northwestern Region**

**Location:** Northwestern Regional Office, P.O. Box 5160, 810 Robertson Street, Kenora. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Numbers, makes, models, sizes, registration numbers and locations of boats cached in the northwestern region, names and addresses of boat owners. **Uses:** Maintain inventory; control boats cached on Crown land. **Categories of Users:** Ministry lands, fisheries and timber staff. **Categories of Individuals in Banks:** Commercial operators, resource users, residents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access and Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Deputy Regional Director, Northwestern Region, P.O. Box 5160, 810 Robertson Street, Kenora, Ontario, P9N 3X9, telephone: (807) 468-3111.

#### **Forest Fire Personnel – Qualifications**

**Location:** Fire Operations Headquarters, P.O. Box 310, 747 Queen Street East, Sault Ste. Marie. Also regional fire centres. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, rank, qualifications. **Uses:** Select staff for firefighting operations. **Categories of Users:** Fire managers, district managers, regional directors, Fire Duty Officer. **Categories of Individuals in Bank:** Natural Resources staff. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, position title, location. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Updated as changes occur, or every 12 months, then destroyed. **Official Responsible:** Program Manager, Fire Operations Headquarters, P.O. Box 310, Ontario Government Building, 747 Queen Street East, Sault Ste. Marie, P6A 5L8, telephone: (705) 942-1800. Also Fire Management Program Manager in regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Junior Ranger Program**

**Location:** District offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Ratings of junior rangers, comments on ratings. **Uses:** Rate performance; provide information to potential employers. **Categories of Users:** District manager; prospective employers, including

government ministries, with consent of the individual. **Categories of Individuals in Bank:** 17-year-olds accepted into the Junior Ranger Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** District Manager in the district where Junior Ranger camp is located. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Lakes and Rivers Improvement Act – Submissions**

**Location:** Many district offices and regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Lakes and Rivers Improvement Act, R.S.O. 1980, c.229, s.14(1). **Types of Information Maintained:** Name, address, location of site, size and type of dam, application for location approval, application for approval of plans and specifications. **Uses:** Maintain records; provide basis for review and approval; maintain an inventory of dams. **Categories of Users:** Regional and district administrative and technical staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Location (lot, concession, township), name of applicant, watercourse. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Engineer and District Manager. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Land Rentals Accounts Receivable System (RARS)**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. District offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40; Provincial Parks Act, R.S.O. 1980, c.401, s.21(1)(f). **Types of Information Maintained:** Individual's/company's name, address, Algonquin and Rondeau Park leases, easements, Crown and miscellaneous leases, summer resort leases and licences of occupation, account and lease numbers, property descriptions, annual rents and locations. **Uses:** Bill for and collect revenue from Crown land leases and licences; maintain records of all transactions. **Categories of Users:** Staff of Land and Waters Group, Public Lands Section, regional and district offices. Public has access to select information. **Categories of Individuals in Bank:** Companies, individuals renting Crown land. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, account number and lease/licence number. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** District Manager and Director, Financial Resource Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Petroleum Resources Data System (PRDS)**

**Location:** Petroleum Resources Section, Southwestern Regional Office, 659 Exeter Road, London. **Legal Authority:** Petroleum Resources Act, R.S.O. 1980, c.377. **Types of Information Maintained:** Names and addresses of licensed oil and gas operators. **Uses:** Obtain technical information for statistical purposes, reports, etc. **Categories of Users:** Ministry staff, associated governments, oil and gas industry. **Categories of Individuals in Bank:** Oil and



gas producers and explorers, machine operators, land-owners and lessees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, licence number, location, permit number. **Access Controls:** Restricted by supervisor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Mineral Resources Coordinator, 659 Exeter Road (Hwy. 135), London, Ontario, N6A 4L6, telephone: (416) 661-2766.

#### Pits and Quarries Licensees

**Location:** Most district offices in Southern Ontario. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Pits and Quarries Control Act, R.S.O. 1980, c.378, s.4(1) and s.11(1). **Types of Information Maintained:** Name, address, location of property, security on deposit for rehabilitation. **Uses:** Aggregate production on a yearly basis; determine amount spent on rehabilitation each year. **Categories of Users:** Administrative staff, and pits and quarries inspectors and supervisors. **Categories of Individuals in Bank:** Licensees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Pits and Quarries Inspector in the district where the pit or quarry is located.

#### Trapline and Trapping Records

**Location:** District offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Trapper's name, history of traplines, harvest records, conduct. **Uses:** Administer regional trapping program; manage fur resources; decide on licence renewal, etc. **Categories of Users:** Program specialists, administrative staff, trappers. **Categories of Individuals in Bank:** Licensed trappers, fur dealers, applicants for new licences and transfers, fur sealers. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, licence number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Some for five years, then destroyed, some in perpetuity. **Official Responsible:** District Fish and Wildlife Supervisor. Refer to the Government of Ontario Telephone Directory for addresses.

#### Tree Distribution System – Program Applicants

**Location:** Some forest stations, tree nurseries. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.8.2. **Types of Information Maintained:** Name, address, description of property to be planted, nursery stock required and shipped, order number. **Uses:** Invoicing, stock control, shipping reports. **Categories of Users:** Nursery administrative and technical staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, planting location, order number. **Access Controls:** Computer password, restricted to designated nursery staff. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Forest station or nursery shipping technician. Refer to the Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

#### Personal Information Banks

Contain information on applicants for scaler's licences.

#### Scaler's Licences – Applications

**Location:** Timber Sales Branch, Whitney Block, Room 3612, 99 Wellesley Street West, Toronto. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.34(1). **Types of Information Maintained:** Name, address, telephone number, supervisor's recommendation. **Uses:** Determine eligibility for Scaler's Licence Course. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet, restricted to board members. **Retention and Disposal:** Not determined. **Official Responsible:** Manager (Board Chairman), Wood Measurement Section, Room 3640, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0378.

### Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing, and bait-fish licences and makes recommendations to the minister on whether or not a licence should be issued.

#### Personal Information Banks

None

### Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba, and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and for the control of the diversion of water from Lake St. Joseph to Lac Seul under specified conditions.

#### Personal Information Banks

None

### Ontario Fisheries Advisory Council

As a citizen's advisory body to the minister, the council makes recommendations on and monitors expenditures of revenues from resident sport-fishing licences.

## Personal Information Banks

None

## Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its ten members are chosen from universities and the private and public sectors.

## Personal Information Banks

None

## Ontario Geographic Names Board

The board investigates the background of geographic names and recommends names to be used on maps subject to the approval of the Minister of Natural Resources.

## Personal Information Banks

None

## Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

## Personal Information Banks

Contain information on applicants to grant programs.

## Ontario Renewable Resources Research Grant Program (ORRRGP) – Applications

**Location:** Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, nationality, professional record. **Uses:** Award grants. **Categories of Users:** Board members and selected external reviewers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, project number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** ORRRGP Administrator, Financial Resources Branch, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 963-3049.

## Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Re-

sponsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damages along the river, its tributaries and in the Montreal area. Also responsible for the operation and coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

## Personal Information Banks

None

## Provincial Parks Council

As a citizens' advisory committee, the council reports to the minister on matters assigned to it concerning policy, planning, development and management of the provincial parks system.

## Personal Information Banks

None

## Rabies Advisory Committee

This committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community, and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

## Personal Information Banks

None

## Shoreline Management Advisory Council

The council, which has nine members, solicits public opinion about shoreline management, serves as a source of general information and assists in an advisory capacity to make recommendations to the Minister of Natural Resources on issues relating to shoreline management.

## Personal Information Banks

None

## Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise the minister on watershed management and public education about the watershed.

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## Personal Information Banks

None

## Access

Freedom of Information Coordinator  
Policy and Planning Secretariat  
Ministry of Natural Resources  
Room 6440, Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3  
Telephone: (416) 965-6371

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of the Whitney Block at 99 Wellesley Street West, Toronto, and in the Public Information Centre on the main floor at this location. Manuals are also available in the reading area of the library (telephone: (416) 965-6319).

# Niagara Parks Commission

## Head

Chairman of the Niagara Parks Commission  
2nd Floor, Oak Hall  
7400 Portage Road South  
P.O. Box 150  
Niagara Falls, Ontario  
L2E 6T2  
Telephone: (416) 356-2241

## Mandate

To preserve the natural integrity of Queen Victoria Park, the Niagara Parkway and other lands under its jurisdiction through restoration, preservation and beautification activities for the enjoyment of millions of yearly park visitors from all over the world, while simultaneously maintaining financial self-sufficiency.

## Organization

The commission's head office is in Niagara Falls. The commission is organized into eight departments. Programs are administered and the public is served directly by the head office as well as by retail stores, food and beverage facilities, various attractions, campgrounds, historic sites, and golf courses, located throughout the areas under the commission's jurisdiction.

## Divisions

### General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments: Administration; Accounting; Attractions; Engineering; Food Services; Horticulture; Public Relations and Advertising; and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

The assistant general manager assists the general manager in overall operation and is responsible for these administrative services: personnel; Niagara Parks Police; occupational health and safety; historic sites and buildings; golf shops; group tours; and switchboard and messenger service.

### Personal Information Banks

Primarily personnel-related and used for general administrative purposes. Include all employee records and files, with information pertaining to recruitment, salary, classification, labour relations and employee relations, appraisals, programs and activities. Also contain School of Horticulture student records concerning academic achievement.

### Attendance Records

**Location:** Payroll Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, records of work attendance. **Uses:** Record absences; provide attendance statistics. **Categories of Users:** Manager, personnel and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets secured in Payroll Office. **Retention and Disposal:** One year, then stored with inactive files in head office vault. **Official Responsible:** Controller, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### Employment Application Inventory

**Location:** Personnel Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Applications, name, address, resumes. **Uses:** Identify candidates for job competitions. **Categories of Users:** Managers, personnel staff. **Categories of Individuals in Bank:** Job applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, skill. **Access Controls:** Computer password, locked cabinets secured in Personnel Office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Personnel, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### Job Competitions

**Location:** Personnel Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Applications, name, address, resumes. **Uses:** Document hiring process; provide statistical data. **Categories of Users:** Managers, personnel staff. **Categories of Individuals in Bank:** Job applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Competition number, title of vacant position, then name. **Access Controls:** Locked cabinets secured in Personnel Office. **Retention and Disposal:** One year, then filed with inactive records in head office vault. **Official Responsible:** Director of Personnel, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### Occupational Health and Safety/Workers' Compensation Files

**Location:** Personnel Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1); Workers' Compensation Act, s.20, s.21 and s.121; Occupational Health and Safety Act, s.25 and s.26. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, details of injury/accident. **Uses:** Process claims under Workers' Compensation Act. **Categories of Users:** Workers' Compensation Board, personnel staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper.



**Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets secured in Personnel Office. **Retention and Disposal:** One year, then filed with inactive records in head office vault. **Official Responsible:** Director of Personnel, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

#### Payroll Records

**Location:** Payroll Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports (e.g., T-4s). **Categories of Users:** Managers, personnel and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Computer password, locked cabinets secured in Payroll Office. **Retention and Disposal:** Upon termination stored with inactive files in head office vault. **Official Responsible:** Controller, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L 2E 6T2, telephone: (416) 356-2241.

#### Personnel Files

**Location:** Personnel Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Maintain personnel records; administer personnel program. **Categories of Users:** Managers, personnel and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinets secured in Personnel Office. **Retention and Disposal:** Upon termination stored with inactive files in head office vault. **Official Responsible:** Director of Personnel, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

#### School of Horticulture Student Records

**Location:** School of Horticulture Building, Niagara Parkway, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, Social Insurance Number, medical information, academic history, work history, progress reports re practical and academic classwork, examination results, scholarships and awards. **Uses:** Record level of academic success in the program; determine graduation status. **Categories of Users:** Commission management, School of Horticulture staff. **Categories of Individuals in Bank:** Students of the School of Horticulture. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets secured in school administration offices. **Retention and Disposal:** Three-year student term, then stored with inactive records. **Official Responsible:** Superintendent, School of Horticulture, Niagara Parkway, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-8554.

## Access

Information and Privacy Administrator  
The Niagara Parks Commission  
P.O. Box 150  
Niagara Falls, Ontario  
L2E 6T2  
Telephone: (416) 356-2441

A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

# Ministry of Northern Development and Mines

## Head

Minister of Mines  
Minister of Northern Development  
10th Floor, 10 Wellesley Street East  
Toronto, Ontario  
M4Y 1G2  
Telephone: (416) 965-3707

## Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

## Organization

The ministry is organized into four divisions and 19 branches. It has offices in Toronto and a network of four regional offices and 45 field offices throughout northern Ontario. Plans are currently underway to relocate the Deputy Minister's Office, the Corporate Services Division, the Mines and Minerals Division, the Northern Development Division, and the Northern Transportation Division to Sudbury. A small staff group will remain in Toronto.

## Divisions

### Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs, mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Mineral Development and Lands Branch; Ontario Geological Survey; two Mineral Development Branches (northeastern and northwestern regions); Land Management Branch; and Southern Ontario Group.

### Personal Information Banks

Contain information required for the development of mines and minerals policies, registration, and delivery of ministry programs and services.

## Assays and Analyses – Results and Requests

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.63. **Types of Information Maintained:** Individual's/company's name, address, telephone number, results of assays and analyses, claim numbers, prospector's licence numbers. **Uses:** Determine chemical and petrologic composition of minerals; compile a databank for policy, planning and statistics. **Categories of Users:** Ontario Geological Survey and Mineral Development Branch staff. **Categories of Individuals in Bank:** Individuals/companies seeking results of assays and analyses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Chief Analyst, Geoscience Laboratories, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

## Census of Mines, Quarries and Sand Pits

**Location:** Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Individual's/corporation's name, address. **Uses:** Determine economic and statistical information. **Categories of Users:** Federal and provincial mining and minerals staff. **Categories of Individuals in Bank:** Individuals operating in the mining industry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Mineral Statistics Section, Whitney Block, 99 Wellesley Street, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0211.

## Refinery Licence Records

**Location:** Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.166. **Types of Information Maintained:** Individual's/corporation's name, address. **Uses:** Maintain record of applications for refinery licences. **Categories of Users:** Mineral statistics staff. **Categories of Individuals in Bank:** Refinery licence holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and refinery licence number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0211.

## Request Files

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. Also Mines and Minerals field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Individual's/company's name, address, telephone number. **Uses:** Respond to client enquiries. **Categories of Users:** Ontario Geological Survey staff. **Categories of Individuals in Bank:** Individuals/companies seeking specific information

about mines and minerals activities. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Unlocked cabinets. **Retention and Disposal:** Until the client needs are met, then destroyed. **Official Responsible:** Director, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

#### Research and Exploration Technology Grants – Applicants

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Name, address, telephone number, research proposals. **Uses:** Determine eligibility for grant programs. **Categories of Users:** Grants administrator, grants committee and accounting staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Grant number and/or name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Grants Administrator, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

#### Reserves/Resources from Private Companies and/or Individuals

**Location:** Ontario Geological Survey, 77 Grenville Street, 11th Floor, Toronto. Also field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4 and s.11. **Types of Information Maintained:** Individuals/company's name, address, telephone number, ore reserves and future plans. **Uses:** Provincial planning for mining and minerals. **Categories of Users:** Ontario Geological Survey staff. **Categories of Individuals in Bank:** Individuals/companies with ore reserves. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, deposit name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Precambrian Geology Section, Ontario Geological Survey, 10th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

#### Public Records

Contain mining claims and prospector's licences.

#### Claim Tags – Sales

**Purpose:** Maintain a record of claim tags sold to individuals; verify correspondence of claim numbers to prospector's licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.55. **Types of Information Maintained:** Individuals/company's name, prospector's licence number. **Policies and Practices – Retrievability:** Name, prospector's licence number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder offices listed in the blue pages of the public telephone directory.

#### Claims Index

**Purpose:** Monitor and maintain a record of mining claims in good standing. **Legal Authority:** Mining Act, R.S.O. 1980,

c.268, s.7. **Types of Information Maintained:** Individuals/company's name, prospector's licence number. **Policies and Practices – Retrievability:** Name, claim number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

#### Prospectors' Licences

**Purpose:** Maintain a record of the status of prospectors' licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.19, s.22, s.23 and s.24. **Types of Information Maintained:** Individuals/company's name, address, prospector's licence number. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder offices listed in the blue pages of the public telephone directory.

### Northern Development Division

The Northern Development Division is responsible for policy and program development for northern Ontario. The division is subdivided into the Northeastern and Northwestern Regional Offices and includes the Policy and Program Development Branch. Thirty Northern Affairs Officers from the Regional and Community Development Branches and the Community Relations Branches in each regional office provide program-delivery and information services for northern Ontario.

#### Personal Information Banks

Contain information required for the registration and delivery of ministry programs and services.

#### Client Enquiry and Program Files

**Location:** Interministerial and Customer Services, 56 Wellesley Street West, Toronto. Also field offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Client's name, address, telephone number, driver's licence, vehicle licence, medical information, OHIP and old age security numbers, Social Insurance Number, annual income, marital or family status, age, place of birth, parents' names, employment records, business complaints, education. **Uses:** Determine eligibility for federal and provincial programs; facilitate the completion of applications for programs and services. **Categories of Users:** Ministry administrative staff. **Categories of Individuals in Bank:** Individuals/corporations applying for or enquiring about ministry and agency programs and services. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name and ministry program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Interministerial and Customer Services, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7, telephone: (416) 965-7665. Also the Regional Manager at the following offices: northwestern region – Northern Affairs Office, 12 Main Street South, Kenora, Ontario, P9N 1S7, telephone: (807) 468-3135; northeastern region – Northern Affairs Office, 4th Floor, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4441.

## Ministry Program Files

**Location:** Policy and Program Development Branch, 56 Wellesley Street West, Toronto. Also northwestern region – Northwestern Regional Office, 435 James Street South, Thunder Bay, and Northern Affairs Office, 12 Main Street South, Kenora; and northeastern region – Northeastern Regional Office, 421 Bay Street, Sault Ste. Marie, and Northern Affairs Office, 199 Larch Street, Sudbury. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Name, address, telephone number, company ownership, proposed corporate initiatives. **Uses:** Determine eligibility for ministry programs. **Categories of Users:** Regional branch staff, ministry accounting staff. **Categories of Individuals in Bank:** Individuals/companies applying for ministry programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name and program name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Head, Policy and Program Development, 56 Wellesley Street West, Toronto, M7A 2B7, telephone: (416) 965-7665. Also Director, Regional and Community Development Branch at the following offices: Northeastern Regional Office, 421 Bay Street, Sault Ste. Marie, Ontario, P6A 1X3, telephone: (705) 942-0100; and Northwestern Regional Office, 435 James Street South, Thunder Bay, Ontario, P7E 6E3, telephone: (807) 475-1585.

## Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal services, centralized word-processing services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch; Corporate Policy and Planning Branch; Financial Services Branch; Legal Services; Human Resources Branch; Relocation Project; Information Technology and Office Services; and Audit Services.

### Personal Information Banks

None

## Northern Transportation Division

The division sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in northern Ontario and provides rail, bus, ferry, air and telecommunications services to northern Ontario through the Ontario Northland Transportation Commission (ONTC).

### Personal Information Banks

None

## Affiliated Agencies

### Geoscience Research Review Committee

The committee reviews and recommends approvals for grant projects.

### Personal Information Banks

None

## Northern Development Councils

These councils provide advice on regional economic and social matters concerning northern Ontario.

### Personal Information Banks

None

## Northern Development Councils Chairmen's Advisory Committee

The committee receives information concerning the individual development councils and provides advice on issues affecting northern Ontario.

### Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of Northern Development and Mines  
10 Wellesley Street East  
Toronto, Ontario  
M4Y 1G2  
Telephone: (416) 965-1417

Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and in the library on the eighth floor at 10 Wellesley Street East, Toronto.



# Ontario Centres for Technology

## Head

President  
Ontario Centre for Microelectronics  
Suite 400, 1150 Morrison Drive  
Ottawa, Ontario  
K2H 9B8  
Telephone: (613) 596-6690

President  
Ontario Centre for Automotive Parts Technology  
2nd Floor, 63 Church Street  
St. Catharines, Ontario  
L2R 3C4  
Telephone: (416) 688-2600

President  
Ontario Centre for Resource Machinery Technology  
4th Floor, 127 Cedar Street  
Sudbury, Ontario  
P3E 1B1  
Telephone: (705) 673-6606

President  
Ontario Centre for Farm Machinery and Food Processing Technology  
870 Richmond Street  
Chatham, Ontario  
N7M 5J5  
Telephone: (519) 354-6883

President  
Ontario Centre for Advanced Manufacturing  
Suite 402, 190 Attwell Drive  
Rexdale, Ontario  
M9W 6H8  
Telephone: (416) 675-4363

## Mandate

In order to enhance the technological and international competitiveness of Ontario industry, the five centres develop technology awareness, provide technological information and provide assistance to Ontario business in demonstrating and applying new technology.

## Organization

Reporting to the Ministry of Industry, Trade and Technology, the technology centres operate independently of each other. The Ontario Centre for Advanced Manufacturing comprises the Ontario CAD/CAM Centre, the Ontario Robotics Centre and the Canada-Ontario Centre for Advanced Manufacturing (Windsor).

## Personal Information Banks

All centres maintain the following employee information.

### Personnel Records

**Location:** Finance and Administration Branches, Ontario Centres for Technology. Refer to the list at the beginning of this chapter for addresses. **Legal Authority:** Technology Centres Act, S.O. 1982, c.39, s.9(2)(k). **Types of Information Maintained:** Name, address, work history, performance appraisals, medical records, attendance record. **Uses:** Record employee's work history and performance, and payroll and benefit transactions. **Categories of Users:** Personnel Branch and Finance and Administration Branch staff, managers. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to designated employees. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Finance for each centre. Refer to the list at the beginning of this chapter for addresses.

### Travel Expenses

**Location:** Finance and Administration Branches, Ontario Centres for Technology. Refer to the list at the beginning of this chapter for addresses. **Legal Authority:** Technology Centres Act, S.O. 1982, c.39, s.9(2)(k). **Types of Information Maintained:** Name, advance accounts, expenditures. **Uses:** Record advance accounts and expenditures. **Categories of Users:** Finance and Administration Branch staff. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to designated employees. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Finance for each centre. Refer to the list at the beginning of this chapter for addresses.

## Access

Freedom of Information Coordinator  
Ministry of Industry, Trade and Technology  
Information Centre  
3rd Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours at the Information Centre on the third floor of the Hearst Block, 900 Bay Street, Toronto.

# Ontario Food Terminal Board

## Head

Chairman of the Board  
Ontario Food Terminal Board  
165 The Queensway  
Etobicoke, Ontario  
M8Y 1H8  
Telephone: (416) 259-5479

## Mandate

The responsibilities of the board are to: acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

## Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Records System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefit System (IPPEBS)  
Travel Expense Accounts  
Workers' Compensation

## Access

Information and Privacy Coordinator  
Ontario Food Terminal Board  
165 The Queensway  
Etobicoke, Ontario  
M8Y 1H8  
Telephone: (416) 259-5479

A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

# Ontario Hydro

## Head

Chairman of the Board  
700 University Avenue  
Toronto, Ontario  
M5G 1X6  
Telephone: (416) 592-6205

## Mandate

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

## Organization

The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office, nine branches, and 33 divisions including six regions. Within the six regions there are 48 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

## Divisions

### Board of Directors and Executive

The Board of Directors controls and directs the business and affairs of Ontario Hydro and provides direction to the chairman and president. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors, and the chairman on its behalf.

### Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained (as it relates to the Ombudsman).

Ombudsman/Human Rights Commission

Also contain information supporting Ontario Hydro's legal rights and contractual obligations.

### Executed Legal Documents

**Location:** Office of the Secretary, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name and address of employee/individual involved in legal transaction, personal financial information, details of property transactions or personal contracts. **Uses:** Maintain a record

of all executed property transactions and personal contracts involving Ontario Hydro. **Categories of Users:** Solicitors, Real Estate and Security Division staff, New Business Ventures Division staff, authorized branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees involved in personal contracts (e.g., retirement agreements, foreign assignments, patents and royalties) with Ontario Hydro; individuals involved in property transactions (e.g., sales, purchases, leases and permits). **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name; township, lot and concession number; and/or document registration number. **Access Controls:** Locked vault. **Retention and Disposal:** From six years plus current then destroyed, to permanent. **Official Responsible:** Corporate Official Records Officer, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2736.

## Audit Division

This division provides objective assurance to management concerning the quality of internal control and the degree of economy, efficiency and effectiveness in Ontario Hydro, with a view to action being taken for improvements where warranted.

### Personal Information Banks

Common employee information (personnel) banks are described under Human Resources Branch.

## Law Division

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

### Personal Information Banks

Common employee information (personnel) banks are described under Human Resources Branch.

## Corporate Relations Branch

The Corporate Relations Branch contributes to the Ontario community's and employees' understanding and acceptance of Ontario Hydro's policies, plans and activities. The branch ensures that other units are aware of, and sensitive to, public concerns and that these factors are considered in Hydro's decision-making.

### Personal Information Banks

Common employee information (personnel) banks are described under Human Resources Branch.

## Design and Construction Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk

Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

## Personal Information Banks

Common employee information (personnel) banks are described under Human Resources Branch.

## Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and acts as trustee of the pension and insurance fund.

## Personal Information Banks

Contain information used to administer the payroll system, financial transaction information pertaining to bond and note holders, and information about individuals owing money to Ontario Hydro.

### Canadian Short-Term Notes System

**Location:** Treasury Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name of registered note holder, name of investment dealer, details of transaction including value of holdings, issue and maturity dates, price, interest and cost of note. **Uses:** Settle interest and principal payments to note holders; produce required income tax statements. **Categories of Users:** Treasury and accounting staff, internal and external auditors. **Categories of Individuals in Bank:** Short-term note holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or note number. **Access Controls:** Physical controls; computer codes and passwords. **Retention and Disposal:** Notes held to maturity; support documentation held for 10 years after sale, then destroyed. **Official Responsible:** Manager, Cash and Foreign Exchange Management, Treasury Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6364.

### Corporate Bond Management System

**Location:** Treasury Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name and address of bond holder, resident/non-resident status, details of transaction including value of holdings, due date and interest. **Uses:** Produce interest cheques and income tax statements for bond holders. **Categories of Users:** Treasury Division staff, internal and external auditors. **Categories of Individuals in Bank:** Bond holders. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name and/or bond number. **Access Controls:** Physical controls, computer codes and passwords. **Retention and Disposal:** Length of bond issue, then

destroyed. **Official Responsible:** Section Head, Securities and Banking Operations, Treasury Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6333.

## Miscellaneous Receivables (excluding electrical consumption)

**Location:** Corporate Accounting Division, 700 University Avenue, Toronto. Also Kipling Complex and/or regional offices. Refer to the white pages of the local telephone directory for addresses. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, bill payment history. **Uses:** Bill, collect and control monies owed to Ontario Hydro for any reason other than the consumption of electrical energy. **Categories of Users:** Accounting staff, internal and external auditors. **Categories of Individuals in Bank:** Individuals owing money to Ontario Hydro for goods, services, rentals, mortgages or any reason other than the consumption of electricity. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name, account and/or invoice number. **Access Controls:** Physical controls, computer codes and passwords. **Retention and Disposal:** From two to six years plus current, then destroyed. **Official Responsible:** Manager, Asset Accounting Department, Corporate Accounting Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6191.

## Time Reporting and Pay Records

**Location:** Corporate Accounting Division, 700 University Avenue, Toronto. Also Time Reporting and Pay Control Centres. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Employee's name, address, employee and payroll numbers, income and earnings, statutory and other deductions, tax information, pension and insurance information, entitlement data (e.g., vacation and benefits), time reporting and pay documents. **Uses:** Pay Ontario Hydro employees and pensioners; facilitate payments on their behalf to Revenue Canada, unions, trusts and benefit plans. **Categories of Users:** Payroll staff, internal and external auditors, authorized branch administrative staff. Select information is released to Revenue Canada, Workers' Compensation Board and Unemployment Insurance Commission. **Categories of Individuals in Bank:** Ontario Hydro employees and pensioners. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, effective dates and/or payroll number. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** From one year plus current then destroyed, to permanent. **Official Responsible:** Manager, Disbursements Accounting Department, Corporate Accounting Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6614.

## Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction



and in a manner consistent with the corporation's social responsibility.

## Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained (as it relates to Human Rights).

### Ombudsman/Human Rights Commission

The banks described below are common to all branches of the corporation and contain information relating to: job selection and placement; staff planning and development; training; employee health and safety; labour relations; and benefits administration. Employee information may also be maintained by the various branch human-resource functions.

### Employee Accident Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Names of persons involved, accident description and location, causal factors, accident exposure hours, corrective measures, police reports, accident investigation reports, photographs. **Uses:** Record and monitor Ontario Hydro motor-vehicle/occupational accident experience; produce accident statistics. **Categories of Users:** Authorized Health and Safety Division staff, branch safety personnel, internal auditors. **Categories of Individuals in Bank:** Employees involved in motor-vehicle/occupational accidents. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, Social Insurance Number, accident location and/or employee number. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

### Employee Benefits Information

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee and payroll numbers, date of birth, hire date, sex, marital status, address, Social Insurance Number, union affiliation, details of financial assistance transactions and subsidy payments, benefits information, sick-leave usage, rehabilitation history. **Uses:** Administer employee benefit plans including disability, sick leave, insurance, pension transfer-out, financial and housing assistance. **Categories of Users:** Compensation and benefits officers, Human Resources Branch administrative staff, corporate accounting staff, plan administrators, line managers, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** From one to 60 years, then destroyed. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

### Employee Medical Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, employee and payroll numbers, occupation; medical and health data including medical diagnosis, work absence, physical fitness information, radiation dose history, mortality history, medical examination history and tests, clinical assessments. **Uses:** Monitor and assess the health of Ontario Hydro employees. **Categories of Users:** Physicians and medical staff, epidemiologist, fitness program staff, authorized Health and Safety Division staff. **Categories of Individuals in Bank:** Ontario Hydro employees and pensioners. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, Social Insurance Number, employee number and/or date of birth. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Chief Physician/Manager, Health Services Department, Health and Safety Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2452.

### Employment Disputes

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, employment history, salary information, grievance forms and related correspondence, grievance meeting report, writ of summons, job performance information, solicitors' opinions, hearing notice, statement of settlement or withdrawal, arbitration award, advice of decision. **Uses:** Resolve and document employment disputes; establish legal precedents. **Categories of Users:** Labour relations officers, internal and external solicitors, salary services administrators, line managers, Human Resources Branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper and/or microfilm. **Retrievability:** Name and/or case number. **Access Controls:** Locked cabinets. **Retention and Disposal:** From 20 to 50 years, then destroyed. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

### External Applications for Employment

**Location:** Human Resource Services Division, 700 University Avenue, Toronto. Also branch personnel offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Personal data contained on applications and resumes including name, Social Insurance Number, address, legal work status, education, employment history. **Uses:** Screen and select external applicants for job competitions. **Categories of Users:** Human Resources Branch staffing officers, branch human resources staff, line managers and supervisors. **Categories of Individuals in Bank:** External applicants seeking employment with Ontario Hydro. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and/or vacancy number. **Access Controls:** Locked cabinets,

computer codes and passwords. **Retention and Disposal:** One year after vacancy filled, then destroyed. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

#### Human Resources Demographic and Statistical Data

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, sex, marital status, work location, job classification, wage and benefits information, payment history, employment history, education, certification and/or licences, training information. **Uses:** Monitor staff levels and activity for reporting purposes; produce cost compensation statistics; provide a basis for corporate level planning. **Categories of Users:** Human Resources Branch administrative staff, corporate controllers, human resource specialists, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, employee number and/or Social Insurance Number. **Access Controls:** Locked storage or computer code and password. **Retention and Disposal:** From one year then destroyed, to permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Internal Job Competitions

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Applications and supporting documents for advertised internal vacancies, requests for transfer, job application history, selection notices and indices, seniority listings, interview summaries and evaluations. **Uses:** Facilitate and document the internal job selection and transfer process. **Categories of Users:** Human Resources Branch administrative staff, line managers and supervisors, branch human resources officers. **Categories of Individuals in Bank:** Applicants for internal job vacancies and transfers. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name, employee number and/or vacancy number. **Access Controls:** Locked cabinets. **Retention and Disposal:** From one year to term of employment, then destroyed. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

#### Occupational Health and Exposure Monitoring

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, work location, employee number, Social Insurance Number, occupational history, record of exposure to hazardous agents, duration of exposure, test results and information. **Uses:** Assess the occupational health status of Ontario Hydro employees; assist in occupational disease

prevention. **Categories of Users:** Physicians and medical staff, epidemiologist, authorized Health and Safety Division staff and line managers, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, work location, Social Insurance Number and/or hazardous agent. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Pension Administration System

**Location:** Compensation and Benefits Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, pensioner number, address, Social Insurance Number, beneficiary information, pension history and pay data, health benefits information, employment history, correspondence with pensioners. **Uses:** Administer the corporate pension plan. **Categories of Users:** Pension plan administrators, Human Resources Branch comptroller, Information Services Division staff, pension fund trustees, internal and external auditors. **Categories of Individuals in Bank:** Ontario Hydro pensioners, beneficiaries and vested pensioners. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name, pensioner number, Social Insurance Number and/or employee number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Six years plus current after all obligations satisfied, then destroyed. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Personnel Files and Associated Records

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices, time reporting centres, and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee and payroll numbers, Social Insurance Number, address, date of birth, sex, marital status, employment history, education, routine medical information, course information, performance appraisals, merit recommendations, job applications and offers, employment interview assessments, sick leave and vacation data, medical and security clearance data, discipline and recommendation letters, Workers' Compensation Board claims, correspondence relating to human rights claims, employee benefits information, base and pay rates. **Uses:** Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information for the pay system; administer agreements and negotiations with bargaining units. **Categories of Users:** Human Resources Branch administrative staff, branch human resources officers, staff in each personnel office and/or time reporting centre, line managers and supervisors, internal and external auditors, accounting staff. Select information to Unemployment Insurance Commission, Ontario Hydro Employees Union, Society of Ontario Hydro Professional and Administrative Employees, Workers' Compensation Board, Human Rights Commission and

Employment Standards Commission. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, Social Insurance Number and/or payroll group. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From termination of employee plus 13 months then destroyed, to permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

#### Radiation Dose Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, employee number, work location, hire date, radiation exposure dose history, record of sample activity. **Uses:** Record, monitor and report occupational radiation dose exposure and Carbon 14 test results. **Categories of Users:** Atomic Energy Control Board of Canada, Health and Welfare Canada, health physicists and laboratory personnel, authorized Health and Safety Division administrative staff, authorized station staff, internal auditors. **Categories of Individuals in Bank:** Atomic radiation workers and non-station Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, location, employee number and/or Social Insurance Number. **Access Controls:** Secured in Health and Safety Division, computer codes and passwords. **Retention and Disposal:** From one year plus current then destroyed, to permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Staff Planning and Assessment

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, location, job classification, education, training information, employment history, performance evaluations, physical and cognitive testing results, employee development plans. **Uses:** Identify candidates for future vacancies, apprenticeships and training programs; assist in succession planning. **Categories of Users:** Senior management, line managers, human resources managers and officers, authorized branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, job code, salary grade and/or position title. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From one year plus current then destroyed, to permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

#### Training and Development

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act,

R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, employee number, sex, date of birth, position title, supervisor's name and position title, driver's licence number, test results, training certificates, training attendance record, course nomination. **Uses:** Schedule, document and verify employee training and certification. **Categories of Users:** Training and development staff, line management, internal auditors. **Categories of Individuals in Bank:** Employees nominated for training courses. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name, employee number and/or data field element. **Access Controls:** Secured by training staff. **Retention and Disposal:** From one year then destroyed, to permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Workers' Compensation Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, claim number, Social Insurance Number, date of birth, payroll number, record of absences, record of payment, Workers' Compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. **Uses:** Administer the Workers' Compensation plan. **Categories of Users:** Health and Safety Division staff, Workers' Compensation Board, Compensation and Benefits Division staff, internal auditors. **Categories of Individuals in Bank:** Employees who have received compensation under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper or computer. **Retrievability:** Name, Social Insurance Number, record number and/or claim number. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Executive Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Marketing Branch

The goal of Marketing Branch is to meet the requirements of Ontario Hydro for the marketing of electricity and its complementary services, the utilization of heat energy and the performance of regulatory functions, in a manner that contributes to the overall benefit of the Ontario community.

#### Personal Information Banks

Contain information supporting Marketing Branch training programs for Ontario Hydro employees, municipal utility staff and electrical contractors. Also contain information relating to the identification of candidates for international assignments.

#### Customer Relations and Marketing Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, sex, location, job



classification, course completion dates. **Uses:** Facilitate marketing and customer-service training of Ontario Hydro and municipal utility staff. **Categories of Users:** Marketing Training Department staff, regional marketing staff, Personnel Department staff, Municipal Electric Association, municipal utility staff, line managers and supervisors, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro and municipal utility staff involved in customer service and marketing functions. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

### Customer-Service Trades Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, sex, location, job classification, course completion dates, course performance evaluations. **Uses:** Facilitate customer-service trades training in accordance with union contract regulations. **Categories of Users:** Marketing Training Department staff, regional customer-service trades staff, Rural Service Department staff, Personnel Department staff, line managers and supervisors, internal auditors. **Categories of Individuals in Bank:** Regional customer-service trades staff. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Marketing Training Department, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

### Electrical Contractor Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, work location (company), training completion dates. **Uses:** Facilitate training of electrical contractors. **Categories of Users:** Marketing Training Department staff, Ontario Electrical League, internal auditors. **Categories of Individuals in Bank:** Electrical contractors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Marketing Training Department, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

### International Projects Questionnaires and Resumes

**Location:** New Business Ventures Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, position title, salary, years of service, education, employment history including international employment experience, areas of expertise, lan-

guages spoken, citizenship. **Uses:** Identify, select and place individuals qualified to participate in international projects. **Categories of Users:** New Business Ventures Division administrative staff, project administrators, senior business-development engineers, internal and external auditors. **Categories of Individuals in Bank:** Active and retired Ontario Hydro employees, agency consultants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Director, New Business Ventures Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3249.

## Power System Program Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for integrated predictions, strategies, programs and Bulk Electricity System plans and for physical research and development.

### Personal Information Banks

Common employee information (personnel) banks are described under Human Resources Branch.

## Production Branch

The Production Branch contributes to the corporate goal by effectively utilizing generating facilities and integrating the utilization of Bulk Electricity System facilities and other available resources to produce and supply electricity.

### Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Production Branch.

### Nuclear Employee Information and Training

**Location:** Training and Technical Services Division, 595 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, hire date, date of birth, employment history, education, courses, nuclear training records including performance data. **Uses:** Monitor nuclear training programs and department staffing. **Categories of Users:** Training staff in Nuclear Generation Division and Technical and Training Services Division, internal auditors. **Categories of Individuals in Bank:** Employees in Nuclear Generation Division and Technical and Training Services Division. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or employee number. **Access Controls:** Computer codes and passwords. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Technical and Training Services Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-4571.

### Staff Reassignment Program

**Location:** Power System Operations Division, 595 Bay Street, Toronto. **Legal Authority:** Power Corporation Act,



R.S.O. 1980, c.384, s.56. **Types of Information**

**Maintained:** Name, salary grade, years since graduation, work category, reassignment classification, time spent in division/department/position, previous experience, date of last change in work category, work category preferences, availability date. **Uses:** Promote career development; meet divisional staffing requirements. **Categories of Users:** Business Administration Department staff, Power System Operations Division Management Committee, line managers, internal auditors. **Categories of Individuals in Bank:** Management and professional staff in Power System Operations Division. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and department. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervising Technical Officer, Bulk Electricity Business Administration, Power System Operations Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-7573.

### Thermal Employee Data System

**Location:** Thermal Training Department, Training and Technical Services Division, 1352 Lakeshore Road East, Mississauga. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, hire date, date of birth, address, employment history, education, training record and performance data. **Uses:** Evaluate employees' performance and level of training; plan future training. **Categories of Users:** Training staff, internal auditors. **Categories of Individuals in Bank:** Thermal and Hydraulic Generation Division and Technical and Training Services Division employees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or course title. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Technical and Training Services Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-4571.

## Regions Branch

This branch strives to meet the requirements of customers for electric energy so as to result in a reliable, effective and efficient provision of electricity and services to the community with the overall costs and benefits being shared equitably by the customers.

### Personal Information Banks

Contain information relating to individuals involved in trades and technical training programs. The Customer Information and Billing System identifies individual customers and is used for billing and credit analysis regarding deposits.

### Customer Information and Billing System

**Location:** Retail Customer and Services Division, 700 University Avenue, Toronto. Also local offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Customer name, address, billing history, deposits. **Uses:** Bill customers and assess credit regarding deposits. **Categories of Users:** Regions Branch administrative staff, internal and external auditors. **Categories of Individuals in Bank:** Rural custom-

ers (residential, farm, commercial, small industrial, and municipal street lighting). **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and customer location, or account number and customer location. **Access Controls:** Locked cabinets; computer codes and passwords. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Rural Service Department, Retail Customer and Services Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3730.

### Journeyperson Powerline-Maintainer Register

**Location:** Training and Development Department, Distribution Systems Division, Conference and Development Centre, Orangeville. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, location, certificate number, journey-person status documentation. **Uses:** Support classification of powerline maintainers within the line trade. **Categories of Users:** Regions Branch administrative staff, Municipal Electric Association, internal auditors. **Categories of Individuals in Bank:** Current and former powerline maintainers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or location. **Access Controls:** Secured by Regions Branch. **Retention and Disposal:** Not determined. **Official Responsible:** Training Superintendent Distribution, Training and Development Department, Conference and Development Centre, Box 220, Orangeville, Ontario, L9W 2Z6, telephone: (519) 941-4627.

### Trades and Technical Training

**Location:** Training and Development Department, Distribution Systems Division, Conference and Development Centre, Orangeville. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, location, employee number, description of training, course training record, performance assessment. **Uses:** Facilitate trades and technical training. **Categories of Users:** Municipal utility managers, Regions Branch administrative staff, training staff, line managers and supervisors, internal auditors. Select information is released to the Ministry of Colleges and Universities. **Categories of Individuals in Bank:** Trades and technical employees of Ontario Hydro, municipal utilities and associated organizations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or location. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years plus current, then destroyed. **Official Responsible:** Training Superintendent Distribution, Training and Development Department, Conference and Development Centre, Box 220, Orangeville, Ontario, L9W 2Z6, telephone: (519) 941-4627.

## Supply and Services Branch

This branch is responsible for providing specified supplies and services including material, information, real estate and security, to meet the needs of all units of Ontario Hydro.

### Personal Information Banks

Contain information relating to employee identification and security clearance, real estate acquisition and management,

and administration of the Employee Housing Assistance Plan.

### Corporate Identification Card File

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name and employee number, photograph. **Uses:** Identify employees for security purposes. **Categories of Users:** Security staff, human resources managers, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper/photos. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current issue only, then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

### Employee Security Clearances

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, date of birth, sex, marital status, education, Social Insurance Number, employment position, address and employment of immediate relative, federal security classification. **Uses:** Obtain a security clearance from the Atomic Energy Control Board. **Categories of Users:** Atomic Energy Control Board, Real Estate and Security Division administrative staff, Nuclear Generation Division administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees requiring security clearances. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

### Employment Suitability Enquiries

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Potential employee's name, address, date of birth, sex, marital status, education, Social Insurance Number, employment history, credit information. **Uses:** Assist in the selection of employees. **Categories of Users:** Human Resource Services Division staff, human resources managers, internal auditors. **Categories of Individuals in Bank:** Applicants seeking employment with Ontario Hydro. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

### Housing Assistance Program

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act,

R.S.O. 1980, c.384, s.56. **Types of Information**

**Maintained:** Name, address, financial information (e.g., mortgage rate, balance and list price). **Uses:** Assist the transferred employee in selling his/her home. **Categories of Users:** Supply and Services Branch administrative staff, Compensation and Benefits Division staff, branch human resources officers, internal and external auditors. **Categories of Individuals in Bank:** Transferred employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, location and/or house or property registration number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** One year plus current after sale of house or discharge of mortgage, then destroyed. **Official Responsible:** Manager, Corporate and Regions Programs, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3241.

### Property Information Records System

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, lot number, concession, township, purchase/sale prices, easements of real estate rights, Orders in Council, licences (land use permits), leases, land lease-backs. **Uses:** Maintain a register of Ontario Hydro's property rights and real estate transactions. **Categories of Users:** Solicitors, regional property officers, branch administrative staff, internal auditors. Select information is released to government agencies and ministries. **Categories of Individuals in Bank:** Individuals involved in property transactions with Ontario Hydro. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or township, lot and concession number. **Access Controls:** Computer codes and passwords; paper drawings controlled by authorized personnel. **Retention and Disposal:** Variable, then destroyed. **Official Responsible:** Manager, Corporate and Regions Programs, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3241.

### Property Owner Transaction Files

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address and occupation of property owner, size of property, purchase/sale price, mortgage details, credit information, appraisals, record of discussions with owner. **Uses:** Provide detailed record of property transactions including relevant background information. **Categories of Users:** Supply and Services Branch administrative staff, solicitors, internal auditors, regional property officers. Select information is released to Revenue Canada. **Categories of Individuals in Bank:** Individuals involved in property transactions (e.g., sales, purchases, leases and permits) with Ontario Hydro. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or township, lot, concession or line section number. **Access Controls:** Secured in Record Centre. **Retention and Disposal:** Permanent. **Official Responsible:** Manager, Planning and Administration, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3224.

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## Access

Freedom of Information Coordinator  
Ontario Hydro  
H19 D15  
700 University Avenue  
Toronto, Ontario  
M5G 1X6  
Telephone: (416) 592-6205

A public reading room for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

# Ontario Lottery Corporation

## Head

President  
Ontario Lottery Corporation  
24th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3H8  
Telephone: (416) 961-6262

## Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

## Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into five divisions. Each division reports, through the president's office, to a board of directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

## Divisions

### Office of the President

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the chief executive officer, the president is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card

Also contain information on contracts between lottery show talent and hosts and the Ontario Lottery Corporation.

### Show Host Contracts

**Location:** President's Office, 2 Bloor Street West, Toronto.  
**Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, photograph, contract figures, correspondence. **Uses:** Reference and

documentation. **Categories of Users:** President, Special Events manager. **Categories of Individuals in Bank:** Lottery show talent and hosts. **Policies and Practices – Storage:** Paper, photographs. **Retrievability:** Name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Administrative Assistant to the President, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Computer Services Division

Responsible for all computer services from on-line game operation to word-processing needs. Division comprises: EDP Research and Development, responsible for monitoring performance of on-line terminals and managing the communications network; Systems Development, responsible for maintaining on-line game system; and Operations, responsible for maintaining and operating equipment and facilities.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card  
Job Competitions  
Performance Management

## Corporate Communications Division

Responsible for all communication programs; advises senior management on communication strategies; and provides input into decisions of broad internal or external interest. The division is organized into three departments – Planning/Administration, Communications, and Special Events. Planning/Administration is responsible for government liaison, corporate advertising, communications programming, research and division administration. Communications is responsible for communications resources, consumer affairs, news media, and French-language services. Special Events is responsible for lottery draws, community information programs and special projects.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Job Competitions  
Performance Management

Also contain information related to major prizes claimed by individuals, possible unauthorized lottery ticket mail-order operators and consumer inquiries.

### Consumer Inquiries – Games and Tickets

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, correspondence



and replies. **Uses:** Supply reference for further contact; identify possible trends. **Categories of Users:** Department administrative staff. **Categories of Individuals in Bank:** Individuals corresponding with the corporation. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Subject, date, name. **Access Controls:** Locked cabinets, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Communications, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Consumer Inquiries – Wintario Draw Show

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, correspondence and replies. **Uses:** Supply reference for further contact; identify possible trends. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Individuals corresponding with the corporation. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Mail-Order Companies/Individuals

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Company's/individual's name, prizes claimed, letters of complaint, legal documents, affidavits. **Uses:** Investigate possible unauthorized dealers. **Categories of Users:** Senior Corporation staff, legal representatives, U.S. postal authorities. **Categories of Individuals in Bank:** Retailers and agents operating against Ontario Lottery Corporation policy. **Policies and Practices – Storage:** Paper. **Retrievability:** Company's/individual's name and subject. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Planning/Administration, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Major Prize Winners – All Games/Special Promotions

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, photograph, game name, draw date, prize amount, ticket number. **Uses:** Inform the public, MPPs, and distributors of lottery winners; maintain a record of all major prize winners. **Categories of Users:** Division administrative staff. **Categories of Individuals in Bank:** Major prize winners. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Game name, draw date, prize amount and ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Communications, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Random Equipment and Supplies Testing – Employee Major Prize Winnings

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, results of specific testing on employee major prize winnings. **Uses:** Referral and documentation to ensure integrity of games. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Employee major prize winners. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Show Inserts – Individuals Interviewed

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Prize winners' names and comments, grant recipients' names and comments, employees' names and opinions. **Uses:** Prize winners, grant recipients, special employee inserts for Wintario show. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Prize winners, grant recipients, lottery employees. **Policies and Practices – Storage:** Videotape. **Retrievability:** Subject, name. **Access Controls:** Secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Internal Audit

Functions independently under policies and procedures established by the board of directors. Examines and evaluates the corporation's system of internal control and ensures quality of performance in carrying out assigned responsibilities.

#### Personal Information Banks

None

### Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive and on-line games, control and coordination of marketing projects, and sales and market analyses.

#### Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Job Competitions

## Operations Division

Responsible for the overall operation of the corporation and for ensuring corporate adherence to the Memorandum of Understanding with the Minister of Tourism and Recreation, which clarifies the operating, financial/audit arrangements and administrative relationships between the two. Headed by the executive vice-president, the sectional areas of responsibility are Administration, Finance and Personnel/Payroll.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
General Employment History and Payroll Information  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information related to prize winners, retailer commissions paid, directors' and/or employees' accountable advances, claimant information and prize claims, and employees' attendance records.

### Claimants/Consumers – Special Cases

**Location:** Operations, Cumberland Terrace, 2nd floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, ticket number and game, group contracts, correspondence, written records of conversations. **Uses:** Documentation backup and reference for possible investigation. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Consumers and claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, date, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Prize Office, Cumberland Terrace, 2nd floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Employees' Attendance Records

**Location:** Operations, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, record of work attendance. **Uses:** Record attendance; provide statistics on attendance. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, branch or date. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Incorporated into general employment history and payroll information. **Official Responsible:** Manager, Personnel/Payroll, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Prize Winners and Prize Claims Information

**Location:** Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Names, addresses. **Uses:** Reference, documentation; provide audit trail. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Prize claimants, winners. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date, game, ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Major prize winner information not determined; other information destroyed after seven years. **Official Responsible:** Manager, Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Retailer Commissions Paid – Passive Games

**Location:** Finance, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, retailer number, ticket and draw number. **Uses:** Pay retailer commissions for the sale of winning tickets. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Retailers. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Game number, retailer number, ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Controller, Finance, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Ticket Discrepancy Files

**Location:** Operations, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Date received, name, ticket number(s), problem and action, cheque number. **Uses:** Document and track handling of discrepancy. **Categories of Users:** Senior branch staff. **Categories of Individuals in Bank:** Prize winners submitting tickets for payment which require further investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Game, month received, name or draw date, name and date received. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** 18 months, then destroyed. **Official Responsible:** Supervisor, Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Sales and Distribution Division

The division is responsible for the sale and distribution of tickets for six lottery games throughout the province. It allocates and distributes tickets to a network of 50 distributors; monitors and maintains distributor programs; and coordinates training and the on-line sales activities of 4,000 agents. Division comprises: Sales; Passive and Instant Games; and On-Line Games.

## Personal Information Banks

Contain information on independent business people, distributors and retailers who are under contract with the corporation and on applications on file for future consideration.

### Agent Commissions Paid – Active Games

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name and number, store name, commission amount, cheque number, draw date and number, number of jackpot and second prize winners. **Uses:** Pay agent commissions. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Authorized agents. **Policies and Practices – Storage:** Paper. **Retrievability:** Store name, agent name, draw date. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, On-line Games, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Agent Training

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Agent number, store owner's name, address, telephone number, training program test results. **Uses:** Ensure integrity of on-line games; ensure agents operating terminals are trained in accordance with regulations. **Categories of Users:** Division administrative staff. **Categories of Individuals in Bank:** On-line agents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Agent number, trainee name, store name and/or date of training. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, On-Line Games, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Distributors – Applicants and Contracts

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Contracts, name, address, audited financial statements, correspondence. **Uses:** Reference; documentation; maintain a list of applicants for potential distributorships. **Categories of Users:** President, controller, senior and division administrative staff. **Categories of Individuals in Bank:** Active and potential distributors. **Policies and Practices – Storage:** Paper. **Retrievability:** Distributor area, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Sales and Distribution, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Retailer Commissions – Authorization/Confirmation

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719.

**Types of Information Maintained:** Name, address, employment record, financial status, bank reference and line of credit. **Uses:** Authorize and confirm payment of commissions to retailers on major winning tickets sold. **Categories of Users:** Division and Accounting staff. **Categories of Individuals in Bank:** Authorized retailers selling lottery tickets. **Policies and Practices – Storage:** Paper. **Retrievability:** Distributor area and name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Sales and Distribution, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Access

Vice-President, Corporate Communications  
Ontario Lottery Corporation  
24th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3H8  
Telephone: (416) 961-6262

A public reading room for the review of manuals and other information is open during regular office hours on the twenty-third floor at 2 Bloor Street West, Toronto.

# Ontario Northland Transportation Commission

## Head

Chairman  
Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, Ontario  
P1B 8L3  
Telephone: (705) 472-4500

## Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications – rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications – linking northern communities to one another and to the rest of Ontario and Canada.

## Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services; Passenger Services; and Telecommunications.

## Divisions

### Commission and Executive

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the general manager. The function of the executive, which reports to the general manager, is to provide senior management in conformance with the directives of the general manager and the commission.

### Personal Information Banks

None

### Administration

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual

services, benefits administration and policy implementation with respect to employees. Finance Branch through the accounting department provides payroll services to employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

### Personal Information Banks

Contain personal information required for the administration of commission personnel.

### Employee Accident Information – Personal Injuries

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Authorized safety and health staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employee Benefits/Pension Information

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, address, employee pension number, employee benefits including disability, sick leave, insurance, pension and fringe benefits. **Uses:** Administer employee benefit and pension plans. **Categories of Users:** Human Resources and Accounting staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employee Medical Information

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, medical and health data. **Uses:** Monitor and assess the health of ONTC employees. **Categories of Users:** Occupational Health supervisor, authorized Human Resources staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human



Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### External Applications for Employment

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Personal data contained on applications and resumes. **Uses:** Screen and select external applicants for employment. **Categories of Users:** Director of Human Resources, Manager of Personnel, line managers, supervisors in operational divisions. **Categories of Individuals in Bank:** External applicants seeking employment with ONTC. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 90 days from date of application, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Salary Administration

**Location:** Accounting Office, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, payroll number, record of absences, date of entry into service. **Uses:** Administer salaries; timekeeping. **Categories of Users:** Director of Human Resources, Director of Finance, related administrative staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director of Finance, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Workers' Compensation Information

**Location:** Human Resources, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, claim number, date of birth, employee number, record of absences, record of payment, Workers' Compensation Board correspondence. **Uses:** Administer the Workers' Compensation Plan. **Categories of Users:** Director of Human Resources, supervisors in operational divisions. **Categories of Individuals in Bank:** Employees receiving compensation under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, claim number and/or employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger

services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in northern Ontario.

## Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

### Employee Accident Information

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employment Disputes

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Senior Operating Officer-Rail, authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Staff Assessment

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer

password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Training and Development

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers and personnel manager. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

### Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

#### Employee Accident Information

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

#### Employment Disputes

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number,

sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

#### Staff Assessment

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

#### Training and Development

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

## Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

### Employee Accident Information

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employment Disputes

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Director of Telecommunications Services, authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Staff Assessment

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Training and Development

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Access

Freedom of Information Coordinator  
Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, Ontario  
P1B 8L3  
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay.

# Ontario Stock Yards Board

## Head

Chairman  
Ontario Stock Yards Board  
Suite 399, 590 Keele Street  
Toronto, Ontario  
M6N 3E3  
Telephone: (416) 767-1163

## Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

## Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a general manager. One facility at 590 Keele Street is operated by the board.

## Personal Information Banks

Contain information relating to board employees.

### Personnel and Payroll

**Location:** Ontario Stock Yards Board, 590 Keele Street, Suite 339, Toronto. **Legal Authority:** The Stock Yards Act, R.S.O. 1980, c.487. **Types of Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, employment history, marital status, income. **Uses:** General administrative purposes; payroll; determine benefit levels and costs. **Categories of Users:** Office manager and Payroll Department. **Categories of Individuals in Bank:** Hourly and salaried employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** General Manager, Ontario Stock Yards, 590 Keele Street, Suite 339, Toronto, Ontario, M6N 3E3, telephone: (416) 767-1163.

## Access

General Manager  
Ontario Stock Yards  
Suite 399, 590 Keele Street  
Toronto, Ontario  
M6N 3E3  
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.



# Ontario Waste Management Corporation

## Head

Chairman and President  
Ontario Waste Management Corporation  
11th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3E2  
Telephone: (416) 923-2918

## Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

## Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

## Divisions

The Ontario Waste Management Corporation is organized as a single division.

### Personal Information Banks

#### Personnel Records

**Location:** Personnel Administration, 11th Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Types of Information Maintained:** Name, Social Insurance Number, payroll, performance reviews, employee contracts, employment benefits, confidentiality and conflict of interest declarations, salary administration. **Uses:** Personnel administration. **Categories of Users:** Corporation management and personnel. **Categories of Individuals in Bank:** Regular and contract employees of the corporation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Personnel Administrator, 11th Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3E2, telephone: (416) 923-2918.

### Public Consultation Mailing Lists

**Location:** Communications, 11th Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Types of Information Maintained:** Name, address, history of information received. **Uses:** Disseminate information on corporate activities. **Categories of Users:** Communications staff. **Categories of Individuals in Bank:** Individuals requesting written information or those identified as potentially interested in the corporation's activities. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or category. **Access Controls:** Limited to Communications staff. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Communications, 11th Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3E2, telephone: (416) 923-2918.

## Access

Chairman and President  
Ontario Waste Management Corporation  
11th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3E2  
Telephone: (416) 923-2918

Public reading rooms for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 29 and Industrial Road, Smithville.

# Ottawa Congress Centre

## Head

General Manager  
Ottawa Congress Centre  
55 Colonel By Drive  
Ottawa, Ontario  
K1N 9J2  
Telephone: (613) 563-1984

## Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

## Organization

The centre is organized in four divisions – Finance and Administration, Operations, Marketing and Sales, and Food, Beverage and Convention Services – which report to the general manager who, in turn, is responsible to the board of directors.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are kept in the Finance and Administration Division.

General Employment History and Payroll Information  
Employment Application Inventory

## Access

General Manager  
Ottawa Congress Centre  
55 Colonel By Drive  
Ottawa, Ontario  
K1N 9J2  
Telephone: (613) 563-1984

A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

# Ministry of Revenue

## Head

Minister of Revenue  
4th Floor, Hearst Block  
900 Bay Street  
Toronto Ontario  
M7A 1X7  
Telephone: (416) 965-6361

## Mandate

The ministry administers the major taxing statutes of Ontario; conducts property assessments to provide the tax base for municipalities; directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Property and Sales Tax Grants Program for senior citizens, and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

## Organization

Head office is in Oshawa. The ministry has four divisions with 21 branches, five sections and four units. Ministry programs are administered and the public is served directly by head office and 77 field offices.

## Divisions

### Property Assessment Program

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by municipalities. Also conducts municipal enumeration to prepare voter lists, jury and school support lists and the provincial census. The program comprises: Assessment Policies and Priorities Branch; Data Services and Development Branch; Special Properties Branch; and the Field Operations Branch.

### Personal Information Banks

Contain information essential to program delivery relating to property assessment, electoral eligibility status, census, school tax support, and jury selection.

### Ontario Assessment System (OASYS)

**Location:** Assessment Field Operations Branch, 33 King Street West, Oshawa. Portions of this bank are maintained at regional assessment offices. Refer to the blue pages in the public telephone directory for addresses. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31. **Types of Information Maintained:** Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if Canadian, physical inventory of property owned or leased. **Uses:** Property assessment; determine school tax support

status; determine eligibility as a municipal elector or juror; compile provincial census. **Categories of Users:** Assessment program staff, municipal clerks and staff, school board officials, Ministry of Municipal Affairs, Ministry of Education, Ministry of the Attorney General. **Categories of Individuals in Bank:** Residents, owners and tenants of property in Ontario. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** Name, assessment roll number, property address or legal description of property. **Access Controls:** Computer password, access restrictions, locking devices. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in a property. **Official Responsible:** Director, Field Operations Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5804.

## Public Records

The Property Assessment Program collects and maintains a wide range of personal information. Much of the information is collected for public use and is a matter of public record. It is generally available through municipal or school board offices, regional offices or other sources. The "Property Assessment Public Information" record as described below is a subset of data from the Ontario Assessment System (OASYS) database.

### Property Assessment Public Information

**Purpose:** Produce the assessment roll; compile a list of persons entitled to direct school taxes; compile a preliminary list of electors for municipal elections. **Legal Authority:** Assessment Act, R.S.O. 1980, c.30; Municipal Elections Act, R.S.O. 1980, c.308; Education Act, R.S.O. 1980, c.129. **Types of Information Maintained:** Name, assessment roll number, mailing address, property location, legal description of property, occupancy status, religion if Roman Catholic, school system supported. **Policies and Practices – Retrievability:** Name, assessment roll number, property address or legal description of property. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in property. **Access Procedures:** Primary custodians of this information are municipalities. Requests for information should be referred to municipal clerks. Ministry of Revenue regional assessment offices will also respond to personal, telephone and written inquiries. Addresses are listed in the Government of Ontario Telephone Directory.

## Corporate Resources Division

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division comprises the following branches: Finance and Priorities Planning; Administrative and Financial Services; and Personnel Services. It also includes the Facilities Management Unit, Communication Services, and the Province of Ontario Savings Office.

### Personal Information Banks

Contain general administrative and accounting information. The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
 Career Planning/Training  
 Central Attendance Recording System (CARS)  
 Employment Application Inventory  
 General Employment History and Payroll Information  
 Grievances and Applications  
 Identity/Employee Card  
 Integrated Payroll, Personnel and Employee Benefits  
 System (IPPEBS)  
 Job Competitions  
 Library Users Lists  
 Medical Information (Personnel)  
 Ombudsman/Human Rights Commission  
 Performance Management  
 Travel Expense Accounts  
 Workers' Compensation

## Control and Review Records

**Location:** Administrative and Financial Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, salary, financial data (purchase of bonds, travel advance claims, parking charges). **Uses:** Perform reconciliations of ministry accounts ensuring accuracy of transactions recorded. **Categories of Users:** Accounting, personnel and audit staff. **Categories of Individuals in Bank:** Classified, unclassified and contract staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, branch. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Administrative and Financial Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5922.

## Education Assistance

**Location:** Administrative and Financial Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, Social Insurance Number, financial data. **Uses:** Record ministry expenditures. **Categories of Users:** Accounting, personnel and audit staff. **Categories of Individuals in Bank:** Employees reimbursed for education expenses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Administrative and Financial Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5925.

## Home-Owner Employee Relocation Plan

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, Social Insurance Number, address, financial data related to the sale or purchase of residence. **Uses:** Backup documentation for claims payment. **Categories of Users:** Personnel Branch administrative and audit staff. **Categories of Individuals in Bank:** Staff relocating under the Oshawa Relocation Policy or as a result of a change of job location. **Policies and Practices – Storage:** Paper, computer.

**Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6057.

## Province of Ontario Savings Office (POSO) – Customer Accounts

**Location:** Province of Ontario Savings Office, 33 King Street West, Oshawa. Portions of the bank are maintained at branch offices. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Types of Information Maintained:** Name, marital status, Social Insurance Number, address, details of financial transactions, telephone number. **Uses:** Administer customers' accounts. **Categories of Users:** POSO staff and auditors. **Categories of Individuals in Bank:** POSO account-holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Account number. **Access Controls:** Computer password, security locks. **Retention and Disposal:** Minimum one year to maximum 25 years, then destroyed. **Official Responsible:** Director, Province of Ontario Savings Office, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5786.

## Province of Ontario Savings Office (POSO) – Financial Papers

**Location:** Province of Ontario Savings Office, 33 King Street West, Oshawa. Portions of the bank are maintained at branch offices. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Types of Information Maintained:** Name, address, financial details related to the purchase or sale of government and corporate bonds, stocks, guaranteed investment certificates, treasury bills, travellers cheques, other types of securities and assets. **Uses:** Administer and control records associated with the purchase or sale of assets. **Categories of Users:** Administrative staff and auditors. **Categories of Individuals in Bank:** Customers purchasing or selling financial paper or holding securities for safekeeping. **Policies and Practices – Storage:** Printed forms and general register. **Retrievability:** Name. **Access Controls:** Secured in vaults. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Province of Ontario Savings Office, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5786.

## Revenue – Human Resources Information System

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, continuous service date, education, classification level, benefit credit date, address, pension credit date, salary, training and development data, and other basic employee data. **Uses:** Compile human-resource control reports, training and development reports, employee profiles. **Categories of Users:** Personnel Services Branch staff, ministry managers, selected Civil Service Commission staff. **Categories of Individuals in Bank:** Classified and unclassified staff. **Policies and Practices – Storage:** Computer. **Retrievability:** Name,



Social Insurance Number. **Access Controls:** Computer password. **Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6055.

### Summer Student Employment Programs

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, address, education, employment history, references. **Uses:** Select and recruit summer students. **Categories of Users:** Personnel administrators, staffing officers, managers, supervisors. **Categories of Individuals in Bank:** Summer student applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and region. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6055.

## Tax Revenue and Grants Program

The program administers nine provincial taxes, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, Ontario Tax Credits claimed through the federal income tax system, and the Small Business Development Corporations Program. Taxes and benefits programs are administered through the following branches: Corporations Tax; Retail Sales Tax; Motor Fuels and Tobacco Tax; and Guaranteed Income and Tax Credit. Other branches in this division are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre and Taxpayer Services.

### Personal Information Banks

Contain information related to financial transactions of individuals and used by ministry staff in administrative, audit, investigative and compliance actions related to tax statutes, grants and credit programs.

#### Chattel Purchases (DV-9)

**Location:** Retail Sales Tax District Offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address and details of financial transactions. **Uses:** Verify payment of sales tax; raise assessments in cases of non-payment. **Categories of Users:** Branch administrative and audit staff. **Categories of Individuals in Bank:** Sellers and purchasers of chattels. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6226.

#### Guaranteed Annual Income System (GAINS) Program Files

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Guar-

anteed Annual Income Act, R.S.O. 1980, c.336. **Types of Information Maintained:** Name, address, Social Insurance Number or other assigned personal identification number, date of death, old age security and guaranteed-income supplement payment data, spouse's identifying information, trustee information, GAINS payment information. **Uses:** Determine eligibility for and amount of monthly GAINS payments; respond to inquiries from seniors and their agents. **Categories of Users:** Branch and audit staff. Disclosure also permitted to Health and Welfare Canada to facilitate delivery of the program. **Categories of Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, identifying number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Maximum of seven years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### Motor-Vehicle Transfers (MV-1, MV-2)

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name and address of new and previous owner of motor vehicle, financial details of private sale/purchase of a motor vehicle. **Uses:** Verify payment of sales tax; confirm entitlement to tax exemptions; investigate suspect declarations; raise assessments where appropriate. **Categories of Users:** Branch and audit staff. **Categories of Individuals in Bank:** Individuals transferring ownership of motor vehicles through private sales. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6226.

#### Ontario Homebuyers' Grant Collections Program Files

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Home Buyers Grant Act, S.O. 1975, c.4. **Types of Information Maintained:** Name, Social Insurance Number, locator number, lien status information, amount receivable data. **Uses:** Record and verify the collection of grant recipients' accounts receivable; respond to inquiries from recipients and their agents. **Categories of Users:** Branch and audit staff. **Categories of Individuals in Bank:** Grant recipients who currently have accounts receivable with the Ministry of Revenue. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, locator number. **Access Controls:** Locked storage. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### Ontario Tax Grant Program Files

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352. **Types of Information Maintained:** Name, address, Social Insurance Number or other identifying number, date of birth,

date of death, marital status, rent or property tax, grant payment data, trustee information. **Uses:** Determine eligibility for and amount of property tax, sales tax, and home heating grants and respond to inquiries from seniors or their agents. **Categories of Users:** Administrative and management staff. **Categories of Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients of property tax, sales tax, and home heating grants. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, identifying number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### **Refunds – Permanently Physically Handicapped Persons**

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, date of birth, medical condition and details of vehicle purchase. **Uses:** Determine eligibility for sales tax refund. **Categories of Users:** Administrative and audit staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, assigned tracking system number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6199.

#### **Retail Sales Tax – General Refunds**

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, details of financial transactions. **Uses:** Determine eligibility for tax refunds. **Categories of Users:** Administrative and audit staff. **Categories of Individuals in Bank:** Tax refund claimants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, assigned tracking number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6199.

#### **Small Business Development Corporations (SBDC) – Grant Recipients**

**Location:** Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Small Business Development Corporations Act, R.S.O. 1980, c.475. **Types of Information Maintained:** Name, address, date of birth, financial details of investment. **Uses:** Assist in the approval and payment of grants to investors under the act. **Categories of Users:** Operational, administrative and audit staff, Ministry of Treasury and Economics. **Categories of Individuals in Bank:** SBDC investors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Investment certificate number and SBDC number. **Access Controls:** Locked storage, computer password.

**Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6385.

#### **Special Investigations**

**Location:** Special Investigations Branch, 33 King Street West, Oshawa. **Legal Authority:** Land Transfer Tax Act, R.S.O. 1980, c.231; Retail Sales Tax Act, R.S.O. 1980, c.454; Gasoline Tax Act, R.S.O. 1980, c.186; Fuel Tax Act, S.O. 1981, c.59; Corporation Tax Act, R.S.O. 1980, c.97. **Types of Information Maintained:** Name, age, business position, financial business information of individuals or companies under investigation. **Uses:** Investigate allegations against an individual or business. **Categories of Users:** Staff investigators, Tax Appeals, Legal Branch and audit staff. **Categories of Individuals in Bank:** Individuals suspected of non-compliance with requirements of tax revenue statutes and grants program administration. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, case file number. **Access Controls:** Restricted to staff on a sign-out basis. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Special Investigations Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6910.

#### **Tax Revenue and Grants Program – Appeal Files**

**Location:** Tax Appeals Branch, 33 King Street West, Oshawa. **Legal Authority:** Corporations Tax Act, R.S.O. 1980, c.97; Retail Sales Tax Act, R.S.O. 1980, c.454; Motor Vehicle Fuel Tax Act, R.S.O. 1980, c.300; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59. **Types of Information Maintained:** Telephone number, name, address, account number, permit number, old age security number, Social Insurance Number, financial transactions, personal opinions, legal opinions, third-party references, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under appeal. **Categories of Users:** Tax Appeals Branch staff, auditors, managers and lawyers in other branches of the ministry. **Categories of Individuals in Bank:** Individuals filing a notice of appeal with the Tax Appeals Branch. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Six years, then destroyed; select files to archives. **Official Responsible:** Director, Tax Appeals Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6370.

#### **Tax Revenue and Grants Program – Objection Files**

**Location:** Tax Appeals Branch, 33 King Street West, Oshawa. **Legal Authority:** Corporations Tax Act, R.S.O. 1980, c.97; Retail Sales Tax Act, R.S.O. 1980, c.454; Motor Vehicle Fuel Tax Act, R.S.O. 1980, c.300; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario

Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59. **Types of Information Maintained:** Name, address, telephone number, account number, permit number, old age security number, Social Insurance Number, information relating to financial transactions, personal opinions, third-party references, legal opinions, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under objection. **Categories of Users:** Tax Appeals Branch staff, auditors, managers and lawyers in other branches of the ministry. **Categories of Individuals in Bank:** Individuals filing a notice of objection with the Tax Appeals Branch. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Six years, then destroyed; select files to archives. **Official Responsible:** Director, Tax Appeals Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6030.

## Access

Information and Privacy Administrator  
Ministry of Revenue  
P.O. Box 627  
33 King Street West  
Oshawa, Ontario  
L1H 8H5  
Telephone: (416) 433-6028

Manuals and other information are available for public review during regular office hours at the ministry's head office, 33 King Street West, Oshawa.

# Office for Senior Citizens' Affairs

## Head

Minister for Senior Citizens' Affairs  
6th Floor, 76 College Street  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-1702

## Mandate

The Office for Senior Citizens' Affairs has two primary roles: policy development and information services. In its policy role, the office is responsible for developing an aggregate policy framework for seniors' services and for ensuring coordination of policies affecting the elderly. It also has specific responsibilities for selected initiatives in the White Paper on health and social services. The office also provides information to senior citizens and promotes recognition of the contributions of seniors to their communities.

## Organization

The office has two operating units – Strategic Planning/Policy Development and Information Services. Both units operate under the direction of the Special Advisor to the Minister. The office does not administer or deliver any programs.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained by this office or by the Ministry of Government Services which provides personnel support.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Performance Management  
Travel Expense Accounts

Survey data collected as part of the Ontario Longitudinal Study on Aging (LSA) is under the direction of this office, but is maintained by the University of Waterloo in Kitchener.

## Affiliated Agencies

### Ontario Advisory Council on Senior Citizens

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. The council promotes the development and initiation of opportunities for self-help for senior citizens and reviews current policies which have a bearing on aged and aging persons.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
Job Competitions  
Performance Management  
Travel Expense Accounts

This office also maintains a mailing list for its publication "Especially for Seniors", a quarterly publication that goes to all senior citizens in Ontario in receipt of old age security. This mailing list is provided by the Ministry of Health.

### Access

Coordinator  
Information and Privacy  
Office for Senior Citizens' Affairs  
6th Floor, 76 College Street  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-5106

A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor at 76 College Street, Toronto.

In addition, a public reading room is located at the council office on the second floor at 700 Bay Street, Toronto, (telephone: (416) 965-2324).



# Ministry of Skills Development

## Head

Minister of Skills Development  
13th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 965-8276

## Mandate

The ministry is responsible for developing and implementing policies, programs and activities that will assist individuals in obtaining the skills necessary to enhance their employability and that will contribute to Ontario's economic growth by helping employers achieve their skills development goals. The ministry is also responsible for improving access to training and employment opportunities for persons with special needs and other targeted groups that encounter particular employment barriers.

## Organization

The ministry's head office is in Toronto. It is organized into three divisions with twelve branches. Ministry programs are administered and the public served from head office and 28 field offices.

## Divisions

### Office of the Deputy Minister

Provides support to the deputy minister in matters relating to programs and policies of the ministry, and includes the Legal Services Unit which advises the ministry on legal matters.

### Personal Information Banks

None

### Communications and Marketing Branch

The branch provides communications support to the minister, deputy minister and program branches. Activities include development and implementation of communications and marketing strategies, media liaison, answering public enquiries, production and distribution of publications, news releases, speeches and audio-visual materials, and special promotions and similar communications functions.

### Personal Information Banks

None

### Finance and Administration Division

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. In addition, it provides financial, budgeting, human resources, office services and administrative support to the ministry. The division comprises: Audit Branch; Management Resources Branch; Financial Services; and Information Systems.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained by this division or by the Ministry of Treasury and Economics which provides some personnel support to the ministry.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

### Policy and Development Division

The division assists the deputy minister and senior management to develop strategic, policy and management planning processes; develops, analyses, and coordinates responses to policy issues affecting the ministry; maintains ministry liaison with Cabinet committees and work groups; evaluates the potential impact of external factors likely to affect existing or future activities of the ministry; works with the federal government to develop overall federal-provincial training agreements and implement parts of those agreements; and undertakes research in areas such as human-resource planning and labour market requirements. The division comprises: Policy and Planning Branch; Planning Development; Federal-Provincial Relations; and Labour Market Research.

### Personal Information Banks

None

### Skills Training Division

The Skills Training Division includes the Apprenticeship Branch and the Training Support Services Branch and is responsible for the implementation and administration of a variety of employer-based training and training support programs aimed at assisting employers and individuals to achieve their skills development goals.

## Personal Information Banks

Related primarily to individuals pursuing trade certification via apprenticeship, modular or other modes of training. The banks are used for administrative purposes by ministry staff (e.g., the Enforcement Services, Field Services and Operational Support units).

### Application for Trades Certification (apprentices, tradesmen, hairstyling students, modular trainees)

**Location:** Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24; National Training Act, S.C. 1982, c.109, as amended. **Types of Information Maintained:** Name, address, Social Insurance Number, sex, date of birth, employment status, present employer information, employment history, trade certificates, education history, status reports, diploma issuance, trade name and code, demonstration of skills test results, reference letters, trade examination results, medical information. **Uses:** Monitor apprentices during contract tenure; evaluate credentials re certification, credit deduction eligibility, trade examination/certification eligibility; letter of authority evaluation; temporary certificate issuance; monitor payment for certificate renewal. **Categories of Users:** Branch clerical staff, ministry enforcement officers, industrial training consultants. **Categories of Individuals in Bank:** Apprentices, tradespersons, hairstyling students. **Policies and Practices – Storage:** Paper, microfiche. **Retrievability:** Social Insurance Number and name. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Varies from two to seven years, then destroyed. **Official Responsible:** Supervisor, Records and Information Control, Mowat Block, 12th Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4184.

### Investigation and Inspection Files

**Location:** Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Types of Information Maintained:** Name, address, individual case investigations, inspections of persons working in compulsory regulated trades, apprentice wage reclamations, private hairstyling school information. **Uses:** Document and monitor private hairstyling schools to ensure compliance with Apprenticeship and Tradesmen's Qualification Act and regulations thereunder; monitor apprenticeship in compulsory regulated trades; investigate re apprentice wage complaints. **Categories of Users:** Branch staff, ministry enforcement officers. **Categories of Individuals in Bank:** Apprentices, employers, tradesmen, and school owners under investigation/inspection. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Enforcement Services, Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6157.

### Progressive Achievement Test History Record

**Location:** Toronto Central Apprenticeship Office, 558 Yonge Street, 2nd Floor, Toronto. **Legal Authority:** Apprenticeship

and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Types of Information Maintained:** Name, address, Social Insurance Number, education and employment history, examination results, counsellor's comments and recommendations. **Uses:** Determine eligibility for apprenticeship program. **Categories of Users:** Branch administrative staff and training officers. **Categories of Individuals in Bank:** Applicants for apprenticeship programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and exam date. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Administrator, 558 Yonge Street, 2nd Floor, Toronto, Ontario, M4Y 1Z1, telephone: (416) 965-4211.

## Youth Employment Services Branch

The Youth Employment Services Branch is responsible for the implementation of youth employment programs and services which include the FUTURES, Start-Up, Ontario Youth Employment and Summer Experience programs.

### Personal Information Banks

Related primarily to applications for loans under the Student and Youth Venture Capital programs, and requests for assistance through the Ontario Youth Hotline.

### Business Loan Applications

**Location:** Youth Enterprise, 434 University Avenue, Room 501, Toronto. **Legal Authority:** Order in Council 701/85 establishing the ministry. **Types of Information Maintained:** Name, address, Social Insurance Number, age, references, credit profile, business plan, business address, loan status, bank/chamber review, ministry review. **Uses:** Determine eligibility and qualifications for loans; monitor business activity; establish audit/collection trail. **Categories of Users:** Branch/unit staff. **Categories of Individuals in Bank:** Individuals seeking/granted/refused loans to start and operate small businesses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or internal control number. **Access Controls:** Locked file cabinets, computer password. **Retention and Disposal:** Two years, then to archives. **Official Responsible:** Manager, Youth Enterprise, Youth Employment Services Branch, 434 University Avenue, Room 501, Toronto, Ontario, M5G 1K6, telephone: (416) 965-3540.

### Ontario Youth Hotline

**Location:** Ontario Youth Hotline, 102 Bloor Street West, 3rd Floor, Toronto. **Legal Authority:** Order in Council 701/85 establishing the ministry. **Types of Information Maintained:** Name, address, telephone number, sex, age, education level, language spoken, employment history of youth caller. **Uses:** Decide program eligibility; refer caller to delivery agencies; assist in solving problems; provide statistical information on program effectiveness. **Categories of Users:** Hotline staff, and statistics only to administrative branch and program specialists. **Categories of Individuals in Bank:** Youth seeking employment on a wage-subsidy program. **Policies and Practices – Storage:** Paper and computer. **Retrievability:** Name. **Access Controls:** Locked

office, computer password. **Retention and Disposal:** Two years, then to archives. **Official Responsible:** Manager, Ontario Youth Hotline, 102 Bloor Street West, 3rd Floor, Toronto, Ontario, M5S 1M8, telephone: (416) 963-3245.

## Affiliated Agencies

### Apprenticeship and Tradesmen's Provincial Advisory Committees

The following provincial advisory committees are established under the Apprenticeship and Tradesmen's Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic  
The Provincial Advisory Committee for the Trade of Alarm and Security System Installer  
The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter  
The Provincial Advisory Committee for the Trade of Automatic Machinist  
The Provincial Advisory Committee for the Trade of Automotive Machinist  
The Provincial Advisory Committee for the Trade of Baker  
The Provincial Advisory Committee for the Trade of Brick and Stone Mason  
The Provincial Advisory Committee for the Trade of Cabinet Maker/Woodworking Machinist  
The Provincial Advisory Committee for the Trade of Chemical Process Operator  
The Provincial Advisory Committee for the Trade of Construction Boilermaker  
The Provincial Advisory Committee for the Trade of Construction Millwright  
The Provincial Advisory Committee for the Trade of Cook  
The Provincial Advisory Committee for the Trade of Electrician  
The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic  
The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platwork)  
The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic  
The Provincial Advisory Committee for the Trade of General Carpenter  
The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic  
The Provincial Advisory Committee for the Trade of Hairstylist  
The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic  
The Provincial Advisory Committee for the Trade of Hoisting Engineer  
The Provincial Advisory Committee for the Trade of Horticulture  
The Provincial Advisory Committee for the Trade of Industrial Electrician  
The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)  
The Provincial Advisory Committee for the Trade of Instrumentation Mechanic

The Provincial Advisory Committee for the Trade of Ironworker  
The Provincial Advisory Committee for the Trade of Lineman  
The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic  
The Provincial Advisory Committee for the Trade of Motorcycle Mechanic  
The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic  
The Provincial Advisory Committee for the Trade of Painter and Decorator  
The Provincial Advisory Committee for the Trade of Plumber and Steamfitter  
The Provincial Advisory Committee for the Trade of Precision Metal Machining  
The Provincial Advisory Committee for the Trade of Radio and Television Service Technician  
The Provincial Advisory Committee for the Trade of Refrigeration and Air-Conditioning Mechanic  
The Provincial Advisory Committee for the Trade of Sheet Metal Worker  
The Provincial Advisory Committee for the Trade of Sprinkler and Fire Protection Installer  
The Provincial Advisory Committee for the Trade of Trades Updating  
The Provincial Advisory Committee for the Trade of Truck/Coach Mechanic  
The Provincial Advisory Committee for the Trade of Watch Repairer  
The Provincial Advisory Committee for the Trade of Welder

### Personal Information Banks

None

### Access

Information and Privacy Coordinator  
Ministry of Skills Development  
13th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 965-8276

A public reading room for the review of manuals and other information is open during regular office hours on the eleventh floor at 101 Bloor Street West, Toronto.

# Ministry of the Solicitor General

## Head

Solicitor General  
11th Floor, George Drew Building  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6  
Telephone: (416) 965-2021

## Mandate

The ministry oversees law enforcement and public safety throughout Ontario; supervises all provincial police services including those maintained by municipalities and regions; and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility; maintains provincial fire safety standards; determines cause when death occurs in unusual circumstances; oversees a forensic pathology service; and coordinates emergency planning for the province.

## Organization

Head office is in Toronto. The ministry comprises four main divisions: the Ontario Provincial Police; Policy and Program Development; Program Resources; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The Special Advisor to the Deputy Minister and the OPP Telecommunications Project report to the deputy minister.

## Divisions

### Ontario Provincial Police Telecommunications Project

Established to design and implement a new province-wide mobile radio system for the Ontario Provincial Police.

### Personal Information Banks

None

### Ontario Provincial Police (OPP)

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides specialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three deputy commissioners – Field Operations, Investigations, and Services – and seven divisions each under the command of a chief superintendent.

The Office of the Commissioner provides policy direction and coordinates operations. The Budget Coordinator, Force Adjudicator, Professional Standards Branch, Protocol Officer and the Relocation Project are all within the Office of the Commissioner and have direct reporting lines. Field Operations is comprised of three field divisions ("A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17)), Field Coordination Branch and Indian and Municipal Policing Branch. In total, Field Operations consists of 16 policing districts comprising 188 detachments including 13 municipal and four summer detachments. Investigations is comprised of two divisions: Special Investigations Division which consists of Anti-Rackets Branch, Criminal Investigations Branch, and General Investigations Branch; and Investigation Support Division which consists of Intelligence Branch, Registration Branch, Security Branch and Technical Support Branch. Services is comprised of Policy and Planning Branch, Program Evaluations Branch and two divisions – Administrative Services which consists of Information Services Branch, Records Management Branch, Staff Services Branch, and Training Branch; and Support Services Division which consists of Computer and Telecommunications Branch, Quartermaster Stores Branch and Transport Branch.

### Personal Information Banks

Contain information relating to individuals involved in OPP programs including employees and prospective employees, individuals licensed or appointed by the OPP or subject to regulatory activity by the OPP, and individuals subject to or associated with law enforcement investigations.

### Administrative Records – OPP

**Location:** Support Services Division, 90 Harbour Street, Toronto. Also district headquarters and detachments. Refer to the public telephone directory for addresses. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, badge number, uniforms and equipment issued, service revolver registrations, identification cards, building passes, benefits or privileges granted or refused. **Uses:** Internal administration. **Categories of Users:** Quartermaster Stores Branch and field staff. **Categories of Individuals in Bank:** Current and former members of the OPP, ministry staff, individuals retained on contract by the OPP or ministry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, badge number, identification number, serial or registration number. **Access Controls:** Secure locations with controlled access, computer password. **Retention and Disposal:** Two to 25 years, then destroyed. **Official Responsible:** Chief Superintendent, Supply Division, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4413.

### Auxiliary Police – OPP

**Location:** Field Coordination Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.52. **Types of Information Maintained:** Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals,



training records, security clearance information. **Uses:** Evaluate eligibility for continued service. **Categories of Users:** Field Coordination Branch staff, OPP senior management. **Categories of Individuals in Bank:** Individuals serving as OPP auxiliary police. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and location of posting. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six months to 20 years, then transferred to archives. **Official Responsible:** Director, Field Coordination Branch, 3rd Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4890.

#### Courses Administered by the OPP

**Location:** Training Branch, Provincial Police Academy, McLaughlin Road, Brampton; and Staff Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, assessments, examination results, other performance measures, records of achievement and related documents. **Uses:** Support qualifications for certificates, awards or diplomas; evaluate instructors. **Categories of Users:** Training Branch and Staff Services Branch staff, OPP senior management, other law-enforcement agencies or ministries sending staff. **Categories of Individuals in Bank:** Individuals applying for or attending courses administered by the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Training Branch, Provincial Police Academy, McLaughlin Road, Brampton, Ontario, L6L 2L1, telephone: (416) 459-4193.

#### Criminal Intelligence Records – OPP

**Location:** Intelligence Branch, 8 York Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Types of Information Maintained:** Information on persons and organizations involved in criminal intelligence investigations into organized crime, terrorism, fraud and corruption. **Uses:** Investigate offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals involved in or who are the subject of criminal intelligence investigations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or file number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** One to 25 years, then destroyed. **Official Responsible:** Director, Intelligence Branch, 5th Floor, 8 York Street, Toronto, Ontario, M7A 2H2, telephone: (416) 965-8108.

#### Discipline – OPP

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, notices of disciplinary action, internal and external correspondence concerning a member's conduct, testimony by witnesses, legal opinions, investigation record of possible misconduct. **Uses:** Investigate infractions; adjudicate disciplinary action. **Categories of Users:** Professional Standards

Branch staff, OPP senior management. **Categories of Individuals in Bank:** OPP members who are or have been the subject of an internal investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two to five years, then destroyed. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

#### Employment Application Records – OPP

**Location:** Staff Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46. **Types of Information Maintained:** Name, applicant evaluations, education test answer sheets, essays, candidate assessments, psychometric test score sheets, standard correspondence. **Uses:** Determine suitability for employment in the OPP. **Categories of Users:** Staff Services Branch staff, OPP senior management. **Categories of Individuals in Bank:** Applicants for employment in the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One to five years, then destroyed. **Official Responsible:** Director, Staff Services Branch, 1st Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4468.

#### Fingerprint File

**Location:** Technical Support Branch, 90 Harbour Street, Toronto. Also originating detachment and respective district headquarters. Refer to the public telephone directory for addresses. **Legal Authority:** Identification of Criminals Act, R.S.C. 1970, c.I-1, s.2. **Types of Information Maintained:** Name, date of birth, fingerprint section number, offence for which individual is charged. **Uses:** Investigate offences under the laws of Ontario and Canada; use in prosecutions resulting from investigations; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals charged with an indictable offence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Technical Support Branch, 5th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-6176.

#### Firearms Permits, Acquisition Certificates and Registrations

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. Also detachments. Refer to the public telephone directory for addresses. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.106. **Types of Information Maintained:** Name, address, date of birth, sex, applications for permits to carry/transport/convey restricted weapons, firearms acquisition certificates, applications, documentation on prohibitions, refusals and revocations of certificates and permits, investigation and occurrence reports. **Uses:** Administer and enforce firearms control legislation. **Categories of Users:** Registration Branch staff, law-enforcement and investigative agencies, Chief Provincial

**Firearms Officer. Categories of Individuals in Bank:** Individuals registering restricted weapons, applying for or issued a Firearms Acquisition Certificate or permit to carry/convey/transport restricted weapons, who have had permits or certificates revoked or who have been prohibited from possessing firearms. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

#### **Grievances – Ontario Provincial Police Association (OPPA)**

**Location:** Administrative Services Division, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46; Public Service Act, R.S.O. 1980, c.418, s.27(12). **Types of Information Maintained:** Name, notifications, correspondence, final decisions concerning grievances. **Uses:** Resolve grievances submitted under the OPPA Memorandum of Understanding. **Categories of Users:** Staff at all levels of the grievance process up to the Ontario Provincial Police Grievance Board and ministry staff as required. **Categories of Individuals in Bank:** Members of the OPPA bargaining unit submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Superintendent, Administrative Services Division, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4841.

#### **Honours and Awards – Police and Civilian Personnel**

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Recommendations, eligibility assessments. **Uses:** Determine eligibility for a grant, honour or award. **Categories of Users:** Professional Standards Branch staff, issuing authorities of various honours and awards programs. **Categories of Individuals in Bank:** Individuals recommended for an honour or award by the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

#### **Indian Reserve Special Constables**

**Location:** Indian and Municipal Policing Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Types of Information Maintained:** Name, home address, date of birth, sex, application and engagement documents, personal certificates, insurance coverage, benefits entitlements, statements of injuries, pay and allowances, performance reviews and appraisals and related correspondence. **Uses:** Administer the Indian Reserve Policing Program. **Categories of Users:** Indian and Municipal Policing Branch staff, district commanders, ministry staff involved in the Indian Reserve Policing Program. **Categories of Individuals in Bank:** Current and

former Indian Reserve Special Constables. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Indian and Municipal Policing Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4308.

#### **Investigative Case Records**

**Location:** Field Operations, 90 Harbour Street, Toronto. Also originating detachment and the respective district headquarters. Refer to the public telephone directory for addresses. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Types of Information Maintained:** Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), court briefs, and in some instances criminal records. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, date of birth, location and date of event. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three months to 40 years, then destroyed. **Official Responsible:** Deputy Commissioner, Field Operations, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4257.

#### **Permits To Sell Or Manufacture Weapons and/or Ammunition – Applicants**

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.103. **Types of Information Maintained:** Name, date of birth, residence and business addresses, trade name, type and acceptability of records and security maintained, type of permit issued, refused or revoked, estimate of business volume, fee charged, letter of permission from local authority, federal letter of authorization for manufacturers. **Uses:** Determine eligibility. **Categories of Users:** Registration Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and trade name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, M7A 2A1, telephone: (416) 965-6429.

#### **Private Investigators and Security Guards/Agencies – Applicants**

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Private Investigators and Security Guards Act, R.S.O. 1980, c.390, s.5 and s.7. **Types of Information Maintained:** Name, home address, date of birth, sex, character references, work history, history of agency's officers and directors, complaints and results,

investigative reports, licensing tribunal records, reasons for licence terminations. **Uses:** Maintain records of private investigators and security guards; document current and former licence holders; determine suitability for future licensing. **Categories of Users:** Registration Branch staff, other law-enforcement agencies. **Categories of Individuals in Bank:** Officers or directors of private investigation and/or security guard agencies applying for a licence or individuals applying for a licence. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, agency and file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One to 10 years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

### Public Complaints – OPP

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.4(6) and s.47. **Types of Information Maintained:** Service and criminal investigation reports, occurrence reports, statements of members, statements of witnesses and complainants, related correspondence of members and complainants. **Uses:** Investigate public complaints to identify causes and develop remedial measures. **Categories of Users:** Professional Standards Branch staff, senior management. **Categories of Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the OPP or its members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** File number, complainant's name, and name of OPP member. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

### Security/Reliability Clearance Records

**Location:** Security Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, home address, date of birth, family history, character references, education, associations, related correspondence, level of security granted. **Uses:** Develop reports on responses to security checks and classifications. **Categories of Users:** OPP and ministry management staff, management of other government ministries and agencies. **Categories of Individuals in Bank:** Individuals with the ministry or OPP who are or have been the subject of pre-employment or employment-related security screening procedures, applicants for licences under statutes administered by other ministries, prospective employees of government ministries and agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 25 years, then destroyed; select files retained indefinitely. **Official Responsible:** Director, Security Branch, 2nd Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-8111.

### Shooting Clubs

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Criminal Code of Canada,

R.S.C. 1970, c.34, s.106. **Types of Information Maintained:** Name, address, telephone number, date of birth, occupation, position held in club, name of club, names of club instructors, subject and level of instruction, approval by the Solicitor General, private range applicants, users and members eligible for permits, approval of the Registrar for private ranges. **Uses:** Determine eligibility (the fitness of individuals) to operate a shooting club. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Shooting club members listed on licensing applications. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's name and name of club. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after cancellation of licence, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

### Special Constables Appointed by the Commissioner of the OPP

**Location:** Office of the Commissioner, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Types of Information Maintained:** Name, address, date of birth, sex, employment history, education, reasons for requesting special constable authority, branch or agency making the request. **Uses:** Determine suitability for appointment as a special constable; maintain a record of appointees. **Categories of Users:** OPP senior management. **Categories of Individuals in Bank:** Individuals applying for status as special constables. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years after termination of appointment, then destroyed. **Official Responsible:** Executive Assistant, Administration, Office of the Commissioner, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4401.

### Vehicle, Boat and Aircraft Accidents

**Location:** Transport Branch, 128 Queen's Quay East, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Types of Information Maintained:** Name, reports on accidents, damage claims, legal decisions, settlements and correspondence concerning accidents involving ministry-owned and leased vehicles, boats and aircraft. **Uses:** Determine liability; approve damage settlements; planning and evaluation; statistical purposes. **Categories of Users:** Transport Branch staff, ministry and OPP management, government lawyers. **Categories of Individuals in Bank:** Ministry staff involved in accidents while using ministry-owned or leased vehicles, vessels or aircraft. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after claim settled, then destroyed. **Official Responsible:** Director, Transport Branch, 128 Queen's Quay East, Toronto, Ontario, M7A 3Y5, telephone: (416) 965-4477.

### Policy and Program Development Division

Provides required services (e.g., affirmative action, communication services, French-language coordination, legal



advice, and policy development and coordination) to program managers in the ministry. The division comprises the following branches: Communications; Employment Equity Program; French Language Coordinator; Legal Services; and Policy Development and Coordination.

## Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

### Affirmative Action/Employment Equity Program

Also contain information related to the division's responsibilities with respect to litigation.

### Litigation

**Location:** Legal Branch, 25 Grosvenor Street, Toronto.  
**Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Names, claims, damages, legal decisions, settlements, related correspondence concerning OPP staff or government-owned vehicles, equipment and buildings. **Uses:** Investigate and assess claims. **Categories of Users:** Legal Branch staff, OPP senior management, government legal staff. **Categories of Individuals in Bank:** OPP staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Legal Branch, 11th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2Y6, telephone: (416) 965-3440.

## Program Resources Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation Services; Financial and Administration Services; Information Technology Services; Internal Audit; and Human Resources Services.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Public Safety Division

The Public Safety Division promotes adequate standards for fire-safety services; determines the causes of fires; reviews the fire-safety standards of building plans; determines cause when death occurs in unusual circumstances in order to prevent or minimize any future loss of life; provides designated schools of anatomy with sufficient materials for training purposes; provides services and expertise in forensic pathology; and, using specialized and systematic analysis, presents facts to the province's judicial system. In addition, the division is responsible for planning provincial response to major emergencies including off-site accidents at nuclear plants, and for assisting municipalities and provincial ministries and agencies in developing plans to deal with emergencies in their respective jurisdictions. The division consists of the following branches: Emergency Planning; Centre of Forensic Sciences; Forensic Pathology; Office of the Chief Coroner; and Office of the Fire Marshal.

## Personal Information Banks

Contain information related to forensic, coroners' and fire investigations and to the division's responsibilities under the Anatomy Act.

### Anatomy Act Files

**Location:** Office of the Chief Coroner, 26 Grenville Street, Toronto. **Legal Authority:** Anatomy Act, R.S.O. 1980, c.21, s.2. **Types of Information Maintained:** Name, age, sex, last known place of residence, disposition of the deceased. **Uses:** Assist the administration of the Anatomy Act. **Categories of Users:** Coroner's Office staff. **Categories of Individuals in Bank:** Individuals who have died without known relatives, or who have donated their bodies to medical science. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Office of the Chief Coroner, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

### Centre of Forensic Sciences – Investigation Files

**Location:** Centre of Forensic Sciences, 25 Grosvenor Street, Toronto. **Legal Authority:** Order in Council 3571/66. **Types of Information Maintained:** Name of the victim, investigating officer, suspects, description of items submitted for expert examination or identification. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime. **Categories of Users:** Law-enforcement agencies, courts, other agencies involved with the administration of justice. **Categories of Individuals in Bank:** Individuals involved in investigations under the Criminal Code of Canada, other federal and provincial statutes or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case file number, name, location and date of event. **Access Controls:** Secure building with controlled access, computer password. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Director, Centre of Forensic Sciences, 2nd Floor, George Drew Building, 25 Grosvenor Street, Toronto, Ontario, M7A 2G8, telephone: (416) 965-2561.



## Coroner's Investigation Files

**Location:** Office of the Chief Coroner, 26 Grenville Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Types of Information Maintained:** Name of deceased; coroner's name, cause of death, post mortem reports, forensic laboratory reports, inquest results, verdicts, jurors' recommendations, records relating to implementation of recommendations. **Uses:** Medical, legal, and statistical purposes. **Categories of Users:** Coroners and staff of the Office of the Chief Coroner. **Categories of Individuals in Bank:** Individuals whose death was investigated by a coroner. **Policies And Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Office of the Chief Coroner, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

## Fire Investigation Files and Statistics Reporting System

**Location:** Office of the Fire Marshal, 7 Overlea Boulevard, Toronto. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.3. **Types of Information Maintained:** Name, home address, date of birth, sex, names of parties involved, injuries or fatalities, time, date, location and area of fire, description of the building, cause of the fire. **Uses:** Investigate occurrences; maintain statistical records. **Categories of Users:** Office of the Fire Marshal staff, law-enforcement agencies, other government agencies and insurance companies. **Categories of Individuals in Bank:** Owners/occupants of buildings where fires have occurred; owners, occupants or persons charged with fire-related offences under the Criminal Code of Canada, provincial statutes and/or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, date of birth and occurrence number. **Access Controls:** Computer password, secure building with controlled access. **Retention and Disposal:** Five to 20 years depending on the classification of the fire, then transferred to archives. **Official Responsible:** Office of the Fire Marshal, 3rd Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-4871.

## Post Mortem Investigation Reports

**Location:** Forensic Pathology Branch, 26 Grenville Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Types of Information Maintained:** Name, address, medical description of individual autopsied, details of the medical and scientific investigation. **Uses:** Assist police, coroners, pathologists and Crown attorneys undertaking death-related investigations. **Categories of Users:** Office of the Fire Marshal staff, branch staff, law-enforcement agencies, other government agencies and insurance companies. **Categories of Individuals in Bank:** Deceased persons who have been autopsied, individuals involved in the post mortem examination. **Policies and Practices – Storage:** Paper. **Retrievability:** Deceased's name, pathologist's name and coroner's name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Forensic Pathology Branch, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G6, telephone: (416) 965-1554.

## Affiliated Agencies

### Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario; assesses and evaluates existing crime-prevention programs; visits police forces across Ontario to assist the development and initiation of crime-prevention programs; and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

### Personal Information Banks

None

### Animal Care Review Board

The Animal Care Review Board is the statutory body which hears appeals concerning the seizure of animals by the Humane Society.

### Personal Information Banks

Contain information relating to board hearings.

### Animal Care Review Board Hearings

**Location:** Public Safety Division, 25 Grosvenor Street, Toronto. **Legal Authority:** Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1980, c.356, s.16. **Types of Information Maintained:** Appellant's name, address. **Uses:** Hear and rule on appeals. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Individuals appealing the seizure of an animal. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Deputy Minister, Public Safety Division, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-2856.

## Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.

### Personal Information Banks

Contain information relating to council hearings.

### Coroners' Council Hearings

**Location:** Office of the Coroner, 25 Grosvenor Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93,

s.6. **Types of Information Maintained:** Names, home address, sex, date of birth, performance records. **Uses:** Determine suitability for continued appointment as a coroner. **Categories of Users:** Council members. **Categories of Individuals in Bank:** Coroners who are subject to a hearing. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Office of the Chief Coroner, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

## Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshals' orders issued by municipal fire departments for violations of fire-safety codes in buildings.

### Personal Information Banks

Contain information relating to commission hearings.

#### Fire Code Commission Hearings

**Location:** Fire Code Commission, 7 Overlea Boulevard, Toronto. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.18(a). **Types of Information Maintained:** Appellant's name, address. **Uses:** Hear and rule on appeals. **Categories of Users:** Commission members. **Categories of Individuals in Bank:** Individuals appealing Fire Marshals' orders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and case number. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Secretary to the Commission, 3rd Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-4852.

## Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

### Personal Information Banks

Contain information relating to appointed arbitrators.

#### Register of Arbitrators

**Location:** Ontario Police Arbitration Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.38. **Types of Information Maintained:** Name, address, qualifications for designation as arbitrators. **Uses:** Select arbitrators. **Categories of Users:** Commission members and staff. **Categories of Individuals in Bank:** Candidates for designation as arbitrators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet.

**Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Ontario Police Arbitration Commission, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-3348.

## Ontario Police Commission

The Ontario Police Commission was founded in 1962 to establish and maintain acceptable and uniform standards of police performance. The commission is responsible for supervising, monitoring and training, and provides technical operational assistance to Ontario's 125 municipal and regional police forces and the OPP. It conducts investigations and hearings into the conduct and performance of law-enforcement officers and hears disciplinary appeals under the Police Act. It also assists in determining systems and policing needs in municipalities.

### Personal Information Banks

Contain information relating to supervision, monitoring, training, and technical operational assistance provided to police forces in Ontario.

#### Canadian Police College, Ottawa – Course Applications

**Location:** Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1). **Types of Information Maintained:** Name, home address, date of birth, sex, name of employing police force, employment history, education. **Uses:** Select candidates for courses at the Canadian Police College. **Categories of Users:** Commission and college staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and employing police force. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Chairman, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

#### Ontario Police College, Aylmer – Student Records and Course Applications

**Location:** Ontario Police College, Aylmer. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(i). **Types of Information Maintained:** Name, home address, date of birth, sex, name of employing police force, employment history, education. **Uses:** Identify types of training taken; determine eligibility and requirements for future courses. **Categories of Users:** College and commission staff, employing police force. **Categories of Individuals in Bank:** Individuals who have taken or applied for courses at the Ontario Police College. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and course number. **Access Controls:** Secure building with controlled access, computer password. **Retention and Disposal:** One year to indefinite period, then destroyed. **Official Responsible:** Director, Ontario Police College, Aylmer, Ontario, N5H 2T2, telephone: (519) 773-5361.

## Ontario Police Forces' Suspended Drivers Control Centre

**Location:** Technical Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42. **Types of Information Maintained:** Name, address, driver's licence number, date of birth, sex, suspension number, dates of suspension, reasons for suspension. **Uses:** Administer and enforce federal and provincial laws. **Categories of Users:** Law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals who have had their driver's licence suspended or their right to drive prohibited under federal or provincial laws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, driver's licence number, suspension number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 12 months after expiration of the licence suspension or prohibition, then destroyed. **Official Responsible:** Director, Technical Services Branch, Ontario Police Commission, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-3281.

## Police Act Disciplinary Appeals

**Location:** Office of the Chairman, Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(f). **Types of Information Maintained:** Appellant's name, employing police force. **Uses:** Determine and document appeal decisions. **Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Individuals appealing decisions of a lower tribunal. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary to the Chairman, and Secretary to the Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

## Police Force Investigations and Inquiries

**Location:** Office of the Chairman, Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.58. **Types of Information Maintained:** Name, transcripts of inquiries, investigation reports, decisions and recommendations. **Uses:** Document the commission's decisions and recommendations; determine policing requirements and standards. **Categories of Users:** Commission staff, police forces, police governing authorities. **Categories of Individuals in Bank:** Individuals involved in inquiries and investigations, witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary to the Chairman, and Secretary to the Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

## Record of Citizens' Complaints

**Location:** Citizen Complaints Office, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1). **Types of Information Maintained:** Complainant's name, letter of complaint, names of witnesses, investigator's

report, copies of statements where applicable. **Uses:** Determine validity of complaint. **Categories Of Users:** Commission staff. **Categories of Individuals in Bank:** Individuals lodging complaints, officers named in complaints, witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Chief Citizen Complaints Officer, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

## Special Constables Approved by Ontario Police Commission

**Location:** Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Types of Information Maintained:** Individuals and agency's name, reasons for special constable appointment. **Uses:** Determine suitability for appointment as special constable; maintain a record of appointments. **Categories of Users:** Commission staff and approving authorities. **Categories of Individuals in Bank:** Individuals applying for special constable status. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Office Manager, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

## Access

Information and Privacy Administrator  
Ministry of the Solicitor General  
2nd Floor, 90 Harbour Street  
Toronto, Ontario  
M7A 2S1  
Telephone: (416) 965-4456

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 90 Harbour Street, Toronto.

# Stadium Corporation of Ontario Limited

## Head

President and Chief Executive Officer  
Stadium Corporation of Ontario Limited  
Suite 930, 277 Front Street West  
Toronto, Ontario  
M5V 2X4  
Telephone: (416) 963-3513

## Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the Sky-Dome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

## Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Marketing, Communications and Public Relations; Administration; and Operations. Records are maintained centrally.

## Divisions

All functional areas report to the president and chief executive officer.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Employment Application Inventory  
General Employment History and Payroll Information  
Travel Expense Accounts

## Access

Treasurer  
Stadium Corporation of Ontario Limited  
Suite 930, 277 Front Street West  
Toronto, Ontario  
M5V 2X4  
Telephone: (416) 963-3513

A public reading room for the review of manuals and other information is open during regular office hours at Suite 930, 277 Front Street West, Toronto.



# Toronto Area Transit Operating Authority (GO Transit)

## Head

Chairman  
GO Transit  
555 Wilson Avenue  
Downsview, Ontario  
M3H 5Y6  
Telephone: (416) 630-5220

## Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; advises regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

## Organization

GO Transit comprises three divisions: Operations; Engineering, Development and Plant Maintenance; and Finance and Administration. All activities are directed from Go Transit's offices in Downsview.

## Divisions

### Engineering, Development and Plant Maintenance

The division provides technical expertise and communications services; administers and controls engineering projects; manages property and assets; and implements study projects.

### Personal Information Banks

None

### Finance and Administration Division

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, the development of computer systems, property and equipment security systems, public relations, and rider-ship planning and statistical information.

## Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Job Competitions  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on claims, security, legal matters, and customer complaints.

### Claim Records

**Location:** Administration Branch, 555 Wilson Avenue, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(e). **Types of Information Maintained:** Name, address, customer-service reports, adjuster's reports, legal reports and opinions, medical reports and opinions, accident reports. **Uses:** Investigate and settle claims by or against GO Transit. **Categories of Users:** Claims, Maintenance and Security staff, adjusters, lawyers. **Categories of Individuals in Bank:** Individuals filing claims. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, claim number or data element/field. **Access Controls:** Secured in Administration Branch. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Administration, 555 Wilson Avenue, Downsview, Ontario, M3H 5Y6, telephone: (416) 630-5220.

### Public Complaints

**Location:** Information Services Office, 555 Wilson Avenue, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(d)(e) and s.6(2)(a) and (3). **Types of Information Maintained:** Name, address, customer service reports, investigation reports. **Uses:** Maintain a record of complaints; investigate and respond to complaints. **Categories of Users:** Information Services staff. **Categories of Individuals in Bank:** Individuals filing complaints. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and customer service report number. **Access Controls:** Secured in Information Services Office. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Finance and Administration, 555 Wilson Avenue, Downsview, Ontario, M3H 5Y6, telephone: (416) 630-5220.

### Security Investigations

**Location:** Audit and Security Branch, 555 Wilson Avenue, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(4); Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Types of Information Maintained:** Name, address, occurrence reports, police and witness reports, Proof of Payment list, notices of offence. **Uses:** Investigate security infringements

of GO Transit operations. **Categories of Users:** Security and Audit staff. **Categories of Individuals in Bank:** Individuals who commit an offence against GO Transit. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and occurrence number. **Access Controls:** Secured in Audit and Security Office. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Personnel, Audit and Security, 555 Wilson Avenue, Downsview, Ontario, M3H 5Y6, telephone: (416) 630-5220.

### Student Identification Cards

**Location:** Revenue Accounting Office, 555 Wilson Avenue, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(iv). **Types of Information Maintained:** Name, address, identity card number, school attended, period of attendance. **Uses:** Identify individuals entitled to purchase tickets and passes at reduced rates. **Categories of Users:** Revenue Accounting staff, Audit and Security staff. **Categories of Individuals in Bank:** Students applying for an identity card. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Secured in Revenue Accounting Office. **Retention and Disposal:** Duration of school year, then destroyed. **Official Responsible:** Director of Finance, 555 Wilson Avenue, Downsview, Ontario, M3H 5Y6, telephone: (416) 630-5220.

## Operations Division

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment as well as the provision of a safe and reliable inter-regional transit system serving the general public.

### Personal Information Banks

Contain information on the performance of employees operating equipment on behalf of GO Transit.

### Driver Training and Safety Files

**Location:** Bus Operations Office, 200 Steepprock Drive, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.6(e); Highway Traffic Act, R.S.O. 1980, c.198; O. Reg. 462/80, s.2; Occupational Health and Safety Act, R.S.O. 1980, c.321; O. Reg. 714/82, Part I, s.5. **Types of Information Maintained:** Name, training records, accident statistics and reports, performance records, licence records. **Uses:** Train and monitor GO Transit drivers. **Categories of Users:** Driver Training and Safety staff, Personnel staff. **Categories of Individuals in Bank:** GO Transit equipment operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or bus driver's number. **Access Controls:** Secured in Driver Training and Safety Office. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Transportation, 555 Wilson Avenue, Downsview, Ontario, M3H 5Y6, telephone: (416) 630-5220.

## Access

FOI Coordinator  
Administration Branch  
Toronto Area Transit Operating Authority  
555 Wilson Avenue  
Downsview, Ontario  
M3H 5Y6  
Telephone: (416) 630-5220

A public reading room for the review of manuals and other information is open during regular office hours in the library at 555 Wilson Avenue, Downsview.

# Ministry of Tourism and Recreation

## Head

Minister of Tourism and Recreation  
7th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 963-1401

## Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services and through its agencies which serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

## Organization

The ministry has four divisions – Planning and Administration, Tourism, Recreation, and Operations – and includes the Communications Branch and the Strategic Policy Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is in Toronto and the ministry maintains 25 local offices in communities across the province.

## Divisions

### Communications Branch

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of greeting for the minister and deputy minister. The branch promotes the ministry's work through the media and coordinates the ministry's French-language programs.

### Personal Information Banks

None

### Strategic Policy Branch

The branch coordinates ministry strategic planning and policy development; advises the minister and deputy minister on corporate policy issues; monitors relevant developments in other ministries; works with program staff to identify issues and prepare policy proposals; and coordi-

nates ministry response to interministerial and government-wide issues.

### Personal Information Banks

None

## Planning and Administration Division

The division is responsible for resource planning and analysis, financial control, human resources, audit services, employment equity and ministry-wide administration including the supervision of support-service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of the ministry's seven agencies and one attraction. Legal services are provided by the Ministry of Citizenship and Culture which retains related records on behalf of the Ministry of Tourism and Recreation.

### Personal Information Banks

Contain information required for general administrative and accounting purposes. The following common personal information banks as described in the introduction to this directory are maintained. The Ontario Place Corporation and the St. Lawrence Parks Commission maintain their own personal information banks.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attention Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism. Also responsible for the operation of Old Fort William and the Huronia Historical Parks and for liaison with the Huronia Historical Advisory Council and the Old Fort William Advisory Committee.

### Personal Information Banks

Contain information on consumers contacting the head office of the Travel Information Section concerning owners and operators of tourist establishments listed in ministry publications. Also contain information on public participants in the education programs at Old Fort William.

## Old Fort William – Program Participants

**Location:** Old Fort William, Vickers Heights P.O., Thunder Bay. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.2. **Types of Information Maintained:** Name, address, name and date of program, medical history, permission to participate forms for education programs. **Uses:** Approve program participation; mailing lists. **Categories of Users:** Tour booking and education staff. **Categories of Individuals in Bank:** Individuals accepted for programs and tours. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** General Manager, Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario, POT Z20, telephone: (807) 577-8461.

## Tourist Establishments – Source Information

**Location:** Tourism Marketing Branch, 9th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, telephone number, type of establishment, fee schedule, operating schedule. **Uses:** Update publications; distribute literature and information on government programs. **Categories of Users:** General public using publications or making inquiries to the ministry. **Categories of Individuals in Bank:** Operators of tourist establishments providing information for publication. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, operator site number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Customer Sales and Service, 77 Bloor Street West, 9th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4014.

## Travel Inquiries and Source Material

**Location:** Tourism Marketing Branch, 9th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, telephone number, method of contact, information and literature provided. **Uses:** Marketing, research and evaluation; publications; mailing lists. **Categories of Users:** Customer Sales and Service Section and Tourism Research Unit. **Categories of Individuals in Bank:** Consumers contacting head office for travel information. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, date of inquiry, ministry contact. **Access Controls:** Computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Customer Sales and Service, 77 Bloor Street West, 9th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4014.

## Recreation Division

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible to all residents of the province; supports community leisure-service agencies, sport and fitness organizations serving

elite and recreational athletes, research activities, and leadership training. The division is also responsible for liaison with one agency of the ministry, Thunder Bay Ski Jumps Ltd.

## Personal Information Banks

Contain information on public participation in camping, fitness, elite athletics, sports awards, and coaching programs of the ministry. Also contain information on recreation consultants and camp leadership instructors.

## Camping and Outdoor Education Programs

**Location:** Recreation Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, name(s) of sponsor(s), sponsor's evaluations. **Uses:** Document decisions on applications and evaluations of campers and instructors; provide sponsors with evaluations. **Categories of Users:** Division staff, sponsors (evaluations only). **Categories of individuals in Bank:** Campers, instructors, applicants for and participants in the Ontario Camp Leadership Centre, Bark Lake. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Manager, Camping and Outdoor Education, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-2356.

## Fitness Services

**Location:** Sports and Fitness Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, requests for information, awards certificates. **Uses:** Document and evaluate needs of user groups, individual development and progress, and eligibility for awards and certification. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals registered in ministry fitness programs (e.g., Fitfive, Family Fittogether, Fitness Leadership). **Policies and Practices – Storage:** Paper. **Retrievability:** Name and program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Manager, Fitness Section, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6311.

## Recreation Consultants – Human Resources Inventory

**Location:** Recreation Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, resume, fee schedule, references. **Uses:** Provide inventory of consulting services to ministry and client groups. **Categories of Users:** Training, youth and leadership staff in provincial and municipal recreation departments and in other recreation client groups. **Categories of Individuals in Bank:** Candidates for consulting assignments. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after file closed, then destroyed. **Official Responsible:** Manager,



Recreation Services, 77 Bloor Street West, 8th Floor,  
Toronto, Ontario, M7A 2R9, telephone: (416) 965-5665.

### Sports Services – Correspondence

**Location:** Sports and Fitness Branch, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, competition record, financial or technical assistance received. **Uses:** Document progress and results; record assistance requests, action taken, and follow-up. **Categories of Users:** Selected division staff. **Categories of Individuals in Bank:** Elite athletes (carded or uncarded), participants in coaching development programs, recipients and nominees for sports awards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and sport/program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Sports and Fitness Branch, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-3124.

## Tourism and Recreation Operations Division

Through 25 field offices grouped into five regions, the division provides consulting services and channels government financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administrators and processes grants to fund various recreation projects and processes loans to tourism clients in northern Ontario.

### Personal Information Banks

None

## Affiliated Agencies

### Hurononia Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1976 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites – Sainte-Marie-Among-the-Hurons (Midland) and the Historic Naval and Military Establishments (Pentanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

### Personal Information Banks

None

### Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

## Personal Information Banks

Contain information on appointments and resumes of committee members.

### Old Fort William Advisory Committee Members

**Location:** Old Fort William, Vickers Heights P.O., Thunder Bay. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.5. **Types of Information Maintained:** Name, address, correspondence concerning committee members, related information. **Uses:** Maintain record of all members. **Categories of Users:** Old Fort William head office staff. **Categories of Individuals in Bank:** Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after file closed, then destroyed. **Official Responsible:** General Manager, Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario, POT 2Z0, telephone: (807) 577-8461.

## Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions, outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal-class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on contracts and agreements.

### Contracts and Agreements – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.9. **Types of Information Maintained:** Name, address, personal and financial information related to all contracts and agreements between the corporation and its clients and suppliers. **Uses:** Reference, future planning, negotiating agreements.

**Categories of Users:** Management staff. **Categories of Individuals in Bank:** Entertainers, performers, consultants, concessionaires, research participants, promoters. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then destroyed. **Official Responsible:** Management Planning Officer, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-4816.

#### Marina Boaters – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.10; R.R.O. 1980, Reg. 732, s.2(13) and (14), as amended. **Types of Information Maintained:** Name, address, details of boats, contract, passes. **Uses:** Collect fees; mail applications; issue passes. **Categories of Users:** Administrative and internal audit staff. **Categories of Individuals in Bank:** Boaters renting space from the Ontario Place Marina. **Policies and Practices – Storage:** Paper. **Retrievability:** Names. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Operations Manager, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-7676.

### Ontario Sport Medicine and Safety Advisory Board

Conducts research on the incidence, causes and prevention of injuries to participants in amateur sports and recommends improvements in training, equipment, facilities and competitive rules and procedures to reduce the problems and their impact.

#### Personal Information Banks

None

### St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Old Fort Henry, Upper Canada Village, and Fairfield House. Among the facilities are a marina, a wildfowl sanctuary, a golf course, and nature and recreation trails.

#### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEB)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

### Access

Freedom of Information Coordinator  
Ministry of Tourism and Recreation  
7th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 963-3153

A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Bloor Street West, Toronto.

# Ministry of Transportation

## Head

Minister of Transportation  
3rd Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario  
M7A 1Z8  
Telephone: (416) 965-2101

## Mandate

The ministry develops and maintains Ontario's highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

## Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the minister.

## Divisions

### Office of the Deputy Minister

The deputy minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Management Employee Group, Public and Safety Information Branch, Strategic Policy Secretariat, Internal Audit Branch, and Office of Legal Services report to the deputy minister.

### Personal Information Banks

Contain information relating to all legal claims handled by the ministry's Office of Legal Services.

#### Legal Claims (accident, damage or injury)

**Location:** Office of Legal Services, 1201 Wilson Avenue, Downsview. **Legal Authority:** Claims by the ministry – Highway Traffic Act, R.S.O. 1980, c.198, s.173(3); claims against the ministry – voluntary. **Types of Information Maintained:** Name, address, type of claim, police reports. **Uses:** Assist the government in recovering costs of damage to Crown property; defend claims made against the government. **Categories of Users:** Office of Legal Services staff. **Categories of Individuals in Bank:** Individuals involved in claims with the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Seven years after settlement of claim, then

destroyed. **Official Responsible:** Director, Office of Legal Services, Main Floor, East Building, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4404.

## Highway Operations and Maintenance

This division is responsible, in the area of highway operations, for the development of policies, procedures and systems, the conformity of program delivery processes, maintenance planning and budgeting, assessment of operational efficiency, and identification of needs for change and improvement. It also provides professional expertise and program delivery support in maintenance methods and technology, electrical, traffic management and equipment engineering, and the management and operation of the government repair garage. The division comprises: Transportation Corridor Management Office; Equipment Engineering Office; Traffic Management and Engineering Office; and Maintenance Branch. The government garage provides chauffeuring and garage services to all government ministries.

### Personal Information Banks

None

## Finance and Administration

The Office of the Assistant Deputy Minister, Finance and Administration is responsible for financial, human-resource, purchasing and supply, and general office support services, the development of computer-based systems, French-language services, and the Employee Incentive Program. Ministry operations are supported by the following branches: Financial Planning and Administration; Computer Systems; Human Resources; and Supply and Services.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information relating to employee relocation and human resources and used for general administrative purposes.

## Home-Owner Employee Relocation Plan

**Location:** Financial Planning and Administration Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4, s.24(d); R.R.O. 1980, Reg. 881, s.4(1). **Types of Information Maintained:** Name, address, telephone numbers, job classification, salary, property price, signature, details of liens or mortgages. **Uses:** Record an employee's interest in entering the program; guarantee the price of his/her property. **Categories of Users:** Financial Branch staff. **Categories of Individuals in Bank:** Ministry employees being relocated and needing to sell their homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Expenditure Office, Financial Planning and Administration Branch, 6th Floor, West Tower, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4283.

## Human Resources Inventory

**Location:** Human Resources Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.25(1). **Types of Information Maintained:** Name, employee number, Social Insurance Number, date of birth, job classification, education, employment history. **Uses:** Maintain an inventory of ministry personnel; career-development purposes (promotions and competitions). **Categories of Users:** Human resources staff, Human Resources Committee, senior executives and managers. **Categories of Individuals in Bank:** Ministry employees (job classification level 12 and up). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Secured location, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Human Resources Inventory Coordinator, Human Resources Branch, 1st Floor, West Tower, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-3840.

## Engineering and Construction

The Office of the Assistant Deputy Minister, Engineering and Construction directs, controls, and supplies the technical expertise for the ministry's engineering, construction and right-of-way activities, including the management of transportation capital-investment resources for the highways program.

## Personal Information Banks

None

## Provincial/Municipal Transportation

The Office of the Assistant Deputy Minister, Provincial/Municipal Transportation is responsible for the development of policy and planning initiatives to promote, coordinate and assist the movement of people and goods, at the local, regional, and inter-regional levels, and to points beyond Ontario, through the support and integrated use of all transportation modes, systems and infrastructures. Also

responsible for conducting and supporting research, development and demonstrations in public transit, rail and automotive technology, and transportation energy.

## Personal Information Banks

Contain information on registrants in the Share-A-Ride ride-sharing program at various provincial government locations. The program is designed to reduce the number of vehicles on the roads and to help save energy.

## Share-a-Ride Matching System

**Location:** Transportation Technology and Energy Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Voluntary. **Types of Information Maintained:** Name, address, telephone numbers, hours of work, employer and commuting characteristics. **Uses:** Help set up ride-sharing arrangements for provincial government employees by producing lists of possible carpool partners or vanpool operators. **Categories of Users:** Share-A-Ride staff and individuals seeking ride-sharing arrangements. **Categories of Individuals in Bank:** Employees of the provincial government seeking carpool or vanpool arrangements. **Policies and Practices – Storage:** Computer. **Retrievability:** Name or identification number based on date of entry. **Access Controls:** Locked cabinet. **Retention and Disposal:** One year then, if not updated, deleted. **Official Responsible:** Project Manager, Share-A-Ride Program, Transportation Technology and Energy Branch, 3rd Floor, Central Building, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-5031.

## Safety and Regulation

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people and goods. Drivers and vehicles are licensed and regulated by the Licensing and Control Branch. The Transportation Regulation Development Branch oversees the intercity bus and truck industries, and develops highway safety policies. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations, and the licensing of carrier and motor-vehicle inspection stations.

## Personal Information Banks

Contain correspondence relating to the licensing of drivers or vehicles in order to respond to inquiries. Driver's licence source documents, drivers' medical case files and court documents are also maintained. Information on driver- and vehicle-related activities that are not part of a public record or a general record series are contained in personal information banks.

## Accident Claims – Suspension Documents

**Location:** Driver Improvement Office, 2680 Keele Street, Downsview. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298, s.4(6). **Types of Information Maintained:** Name, address, driver's licence number, and relevant court documents to suspend drivers



under this act. **Uses:** Record the request of the Motor Vehicle Accident Claims Fund for action against an individual indebted to the fund. **Categories of Users:** Designated Licensing and Control Branch staff. **Categories of Individuals in Bank:** Individuals under review for non-payment or who are currently in the process of paying a motor-vehicle accident claim. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

#### Criminal Records – Search Reports

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Types of Information Maintained:** Name, address, date of birth, sex, height, eye colour, vision, driver's licence number, restrictions/endorsements and report of criminal record. **Uses:** Determine eligibility for a school-bus driver's licence or driver instructor's licence. **Categories of Users:** Driver Control staff. **Categories of Individuals in Bank:** Individuals applying for a school-bus driver's licence, classes B and E, or a driver instructor licence. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** After decision made, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

#### Driver Improvement Counselling – Interview Records

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(5); O. Reg. 359/81, s.4. **Types of Information Maintained:** Name, address, driver's licence number, date of birth, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Categories of Users:** Driver improvement analysts, officers, manager, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained several months; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

#### Driver's Licences – Source Documents

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198; R.R.O. 1980, Reg. 462, s.14. **Types of Information Maintained:** Name, sex, date of birth, address, driver's licence number, any conditions or endorsements, the

original application, renewal, replacement and amendment documents. **Uses:** Produce a driver's licence. **Categories of Users:** Authorized branch staff. **Categories of Individuals in Bank:** Individuals applying for a driver's licence (original, renewal or replacement). **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained one month, microfilmed, then destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Supervisor, Records Control Unit, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4793.

#### Drivers and Vehicles – Correspondence Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Voluntary. **Types of Information Maintained:** Name, address, driver's licence number or vehicle plate number, or copy of driving record. **Uses:** Provide information for enquiries and evidence in court; update or correct records. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Individuals making enquiries regarding driver's or vehicle licences, or their driving record. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Correspondence concerning drivers – paper retained one month, microfilm retained five years, then destroyed; correspondence concerning vehicles – paper retained five years, then destroyed; driver-improvement records retained until file closed, then microfilmed on to the driving record. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, M3M 3E6, telephone: (416) 235-4716.

#### Drivers' Medical Case Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.177(3), s.178(3) and s.18(8); R.R.O. 1980, Reg. 462, s.11(a). **Types of Information Maintained:** Name, address, driver's licence number, date of birth, medical information and vision test results, Medical Advisory Committee and Licence Suspension Appeal Board recommendations and decisions. **Uses:** Conduct vision and/or medical review/evaluation on a driver to ascertain if a licence should be issued, suspended or renewed. **Categories of Users:** Medical Review staff, Medical Advisory Committee members, Licence Suspension Appeal Board, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals requiring a medical certificate for a driver's licence or renewal licence, requesting a waiver of medical standards for a licence, or being reviewed by the Medical Advisory Committee. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and microfilm number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained until file closed; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Medical Review Section, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

## Driver-Related Court Documents (including appeals and judgments)

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.172. **Types of Information Maintained:** Name, address, driver's licence number, court decisions, appeals and judgments. **Uses:** Maintain up-to-date records of driver's licence status. **Categories of Users:** Driver Control staff. **Categories of Individuals in Bank:** Individuals receiving a suspension or conviction, or appealing a judgment. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and microfilm number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

## NSF Cheques

**Location:** Licensing and Control Branch, 355 Counter Street, Kingston. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5; R.R.O. 1980, Reg. 462, s.17. **Types of Information Maintained:** Name, address, vehicle permit and/or driver's licence numbers, telephone number, copy of NSF cheque. **Uses:** Collect revenues owing; suspend driver's licence and/or vehicle permit; and/or deny certain transactions pending payment. **Categories of Users:** Licensing Operations and Licensing Assistance staff, Financial Branch staff, audit staff. **Categories of Individuals in Bank:** Individuals whose cheques have been returned NSF to the ministry for payment of driver's licence and/or vehicle registration fees. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or permit or driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Manager, Licensing Operations, Licensing and Control Branch, 355 Counter Street, Kingston, Ontario, K7K 1A3, telephone: (416) 545-4635.

## No-Fault Collisions – Occurrence Reports

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.179. **Types of Information Maintained:** Name, address, driver's licence number, occurrence of reportable collisions. **Uses:** Maintain completeness of driving records; evaluate complete driving records in driver-counsellor interviews. **Categories of Users:** Licensing and Control Branch staff, Driver Improvement counsellors. **Categories of Individuals in Bank:** Drivers involved in reportable collisions to whom police collision reports attribute no fault. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Record Search, Licensing and Control Branch, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4829.

## Permanently/Temporarily Valid-Without-Photo Driver's Licences – Applications

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.6. **Types of Information Maintained:** Name, address, driver's licence number, driving record, correspondence, driver's religious beliefs, religious organization to which driver belongs, sworn affidavit from religious leader confirming person's beliefs. **Uses:** Determine eligibility for permanent or temporary valid-without-photo status. **Categories of Users:** Operational Policy staff, Licensing Assistance staff, Legal Office, Licensing and Control senior management. **Categories of Individuals in Bank:** Individuals applying for Permanently/Temporarily Valid-Without-Photo driver's licences. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name or driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained five years; microfilm retained 10 years, then destroyed. **Official Responsible:** Permanent – Manager, Operational Policy Office, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4616; temporary – Head, Licensing Assistance, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4834.

## Refund Records

**Location:** Licensing and Control Branch, 355 Counter Street, Kingston. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5(5); R.R.O. 1980, Reg. 462, s.17 and s.18. **Types of Information Maintained:** Name, address, driver's licence number, plate number, telephone number, amount of refund and reason for refund. **Uses:** Record refunds issued for record searches, accident reports, and other driver- or vehicle-related fees. **Categories of Users:** Revenue Control staff, Financial Branch staff and Ministry of Treasury and Economics accountants. **Categories of Individuals in Bank:** Individuals requesting a refund. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Manager, Licensing Operations, Licensing and Control Branch, 355 Counter Street, Kingston, Ontario, K7K 1A3, telephone: (416) 545-4635.

## School-Bus Drivers and Driver Instructors – Interview Records

**Location:** Driver Improvement Office, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Types of Information Maintained:** Name, address, copy of driving record, criminal record, counsellor's interview report. **Uses:** Determine an applicant's eligibility for a class B, E or driver instructor licence. **Categories of Users:** Driver Improvement staff and deputy registrar. **Categories of Individuals in Bank:** School-bus driver/driver instructors applicants rejected for a class B, E or driver instructor licence. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained

up to one year; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

### Young Offenders' Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Young Offenders Act, S.C. 1980-81-82-83, c.110. **Types of Information Maintained:** Name, address, driver's licence number, driving convictions. **Uses:** Young offenders' files of convictions and driver's licence status are flagged to protect drivers under the age of 18. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Convicted drivers aged 16 and 17. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When driver becomes 18 years of age, file becomes public record. **Official Responsible:** Head, Driver Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

### Public Records

Contain information on all licensed drivers and registered vehicles in the province in order to regulate qualifications and performance and to provide a public information service. Requests for information (excluding private licence-issuing agents) may be made by telephone, in writing or in person with payment of the required fee. For addresses and telephone numbers, refer to the public telephone directory, in the white pages under "Motor Vehicle Licence Office" or the blue pages under "Government of Ontario – Transportation and Communications, Driver Examination Centres."

### Carrier Licences

**Purpose:** Monitor and control carrier licensing. **Legal Authority:** Public Commercial Vehicles Act, R.S.O. 1980, c.407; Public Vehicles Act, R.S.O. 1980, c.425. **Types of Information Maintained:** Carrier name, address, vehicle description, description of authority, list of affiliated corporations, insurance certificates, tariff of tolls, vehicle timetable, operator record, and Ontario Highway Transport Board decisions. **Policies and Practices – Retrievability:** Name, licence number. **Retention and Disposal:** Various, up to five years, then destroyed. **Access Procedures:** Manager, Carrier Licensing and Information Office, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4482.

### Driver's Licences

**Purpose:** Monitor and control driver licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Name, address, date of birth, sex, driver's licence number, conditions or endorsements, driving record, collisions, convictions, amendments and replacements, driver instructor applications, driving test results, cancelled/surrendered driver's licences, orders to suspend a licence; and reinstatement documents. **Policies and Practices – Retrievability:** Name or driver's licence number. **Retention and Disposal:** Various, up to 10 years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

### Vehicle Registrations

**Purpose:** Monitor and control vehicle registration and licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Name, address, registration number, plate number, and vehicle description, original registration, safety certification, transfer, renewal, replacement and Own Choice Plate documents, insurance documentation, vehicle and plate status and history, dealer plate issue documents, temporary registrations, and diplomatic, snow vehicle, motorcycle, moped, off-road vehicle, commercial and own-choice permits. **Policies and Practices – Retrievability:** Name or permit number. **Retention and Disposal:** Various, up to 10 years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

### Regions and Districts

Regions and districts perform program delivery functions for the Provincial Highways, Provincial/Municipal Transportation, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicle districts.

### Personal Information Banks

Contain information relating to the licensing, testing, and counselling of drivers. Used by ministry staff for driver control and improvement purposes.

### Driver Improvement Counselling – Interview Records

**Location:** Driver Improvement Counselling, regional offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.38 and s.39; O. Reg. 359/81, s.4. **Types of Information Maintained:** Name, address, driver's licence number, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Categories of Users:** Regional Driver and Vehicles staff, driver improvement staff, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Two years, then paper microfilmed and destroyed. **Official Responsible:** Driver Improvement Schedulers, Driver Improvement Counselling, regional offices. See Government of Ontario Telephone Directory for addresses.

### Learner's Permits – Applications

**Location:** Driver Examination Centres. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(5). **Types of Information Maintained:** Name, address, height, sex, date of birth, and conditions or endorsements. **Uses:** Maintain records of all class L and R licences; record dates of road tests. **Categories of Users:** Drivers and Vehicles

Office staff. **Categories of Individuals in Bank:** Individuals applying for a driver's licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Supervisor, Driver Examination Centres. See Government of Ontario Telephone Directory for addresses.

#### Vision Test Results

**Location:** Drivers and Vehicles, regional offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(7); R.R.O. 1980, Reg. 462, s.10. **Types of Information Maintained:** Name, address, vision test results. **Uses:** Ensure that individuals applying for driver's licences have adequate vision. **Categories of Users:** Drivers and Vehicles staff. **Categories of Individuals in Bank:** Individuals applying for driver's licences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Passed certificates, not determined; failed certificates destroyed after one year. **Official Responsible:** Supervisor, Driver Examination Centres. See Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### Licence Suspension Appeal Board

The board hears appeals from persons whose driver's or vehicle licences have been suspended, and concerning the refusal, revocation or conditions of motor-vehicle inspection station licences.

#### Personal Information Banks

Contain information relating to board hearings regarding suspended driver's licences.

#### Record of Hearing Decisions

**Location:** Licence Suspension Appeal Board, 700 Bay Street, Toronto. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.31 and s.32. **Types of Information Maintained:** Name, address, driver's licence number, reason for suspension, and decision of board regarding appeal. **Uses:** Record the outcome of a hearing. **Categories of Users:** Licence Suspension Appeal Board, Ministry Driver Control and Medical Review staff, and Medical Advisory Committee members. **Categories of Individuals in Bank:** Individuals appearing before the board. **Policies and Practices – Storage:** Hardcover bound books. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Licence Suspension Appeal Board, 24th Floor, Luciff Building, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-1583.

## Ontario Highway Transport Board

The Ontario Highway Transport Board is a regulatory tribunal which approves the issuance of and changes to licences for bus and truck for-hire services. It recommends approval or rejection of transfers of operating licences and public-vehicle tariffs to the Minister of Transportation. Operating licences are issued by the minister under legislation that requires for-hire bus and truck operators to hold an operating licence.

#### Personal Information Banks

None

### Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario. The corporation is currently inactive.

#### Personal Information Banks

None

### Access

Freedom of Information and Protection of Individual Privacy Coordinator  
Administrative Services Office  
Ministry of Transportation  
Lower Level, East Building  
1201 Wilson Avenue  
Downsview, Ontario  
M3M 1J8  
Telephone: (416) 235-4354

A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 127, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.



# Ministry of Treasury and Economics

## Head

Treasurer of Ontario/Minister of Economics  
7th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Y7  
Telephone: (416) 965-6361

## Mandate

The ministry recommends fiscal, economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

## Organization

The ministry is composed of five major divisions: Office of the Deputy Minister; Administration; Budget and Intergovernmental Finance Policy; Economic Policy; and Treasury. Together, they have 17 branches.

## Divisions

### Office of the Deputy Minister

The Office of the Deputy Minister is comprised of the Ministry Office and the Legal Services Branch. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings, federal-provincial conferences, and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting ministry operations.

### Personal Information Banks

None

### Administration Division

Responsible for providing common administrative services (e.g., financial, telecommunications, printing, records management, communications, library, internal audit review, resource allocation, and human resources) in support of ministry programs. The Administration Division consists of Employment Equity and the following branches: Internal Audit; Management Services; Accounts and Office Services; Communications; Library and Personnel.

The Office of the Executive Director has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The ministry also provides selected administrative services to the Premier's Office and Cabinet Office and the ministries of Intergovernmental Affairs, Skills Development, Energy and the Management Board of Cabinet. Records for these Ministries can be accessed through their respective information and privacy coordinators.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts

### Office of the Budget and Intergovernmental Finance

This office assists the Treasurer in formulating Ontario's budget, including the fiscal framework, expenditure priorities, revenue targets, economic stabilization initiatives, taxation policy, federal-provincial and provincial-local finance policies. Also monitors and reports on budget performance and is responsible for pension and income-security policy development. The Office of the Budget and Intergovernmental Finance consists of three Branches: Intergovernmental Finance Policy; Fiscal Planning Policy; and Taxation Policy.

### Personal Information Banks

Primarily used for policy research by the Ministry of Treasury and Economics, and for statistical analysis by the Ministry of Revenue.

### Personal Income Tax Records

**Location:** Office of the Budget and Intergovernmental Finance, Frost Building South, 4th Floor, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Income Tax Act, R.S.O. 1980, c.213, s.50. **Types of Information Maintained:** Name, address, Social Insurance Number, selected income tax information from all Ontario tax filers as provided by Revenue Canada. **Uses:** Policy research and statistical analysis only. **Categories of Users:** Senior policy advisors in the Office of the Budget and Ministry of Revenue.

**Categories of Individuals in Bank:** Individuals filing an income tax return in Ontario. **Policies and Practices – Storage:** Computer. **Retrievability:** Revenue Canada's account number assigned to each tax filer. **Access Controls:** Magnetic tapes retained in locked storage cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Assistant Deputy Minister, Office of the Budget and Intergovernmental Finance, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Y7, telephone: (416) 965-4746.

## Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral and regional issues, socio-economic and labour market issues, and the design and coordination of development policies aimed at enhancing the economy of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Economic Policy; Sectoral and Regional Policy; and Macroeconomic Policy.

## Personal Information Banks

None

## Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finance, debt and investment activities of the province. It develops policy relating to finance, debt management and the utilization of cash resources; develops and directs the systems of financial information and accounting policies for the province; and reports to the Legislature, investors and the public on the province's financial position. The Office of the Treasury consists of three branches: Financial Information and Accounting Policy; Finance Policy; and Finance Operations.

## Personal Information Banks

Primarily used to record liability of the province to its debenture holders and for the payment of semi-annual interest.

## Fully Registered Debenture Holders

**Location:** Finance Operations Branch, Frost Building North, 1st Floor, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161, s.30. **Types of Information Maintained:** Name and address, holdings, interest and disbursement instructions. **Uses:** Record province's liability to debenture holders/ payment of semi-annual interest. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Individuals and others holding Province of Ontario debentures. **Policies and Practices – Storage:** Computer. **Retrievability:** Identity of public issue or name through card index. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Retained until superseded, then destroyed. **Official Responsible:** Director,

Finance Operations Branch, 95 Grosvenor Street, Toronto, Ontario, M7A 1Y7, telephone: (416) 965-2914.

## Affiliated Agencies

### Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of Treasury and Economics  
5th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Y7  
Telephone: (416) 965-5500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.

# Minister Responsible for Women's Issues

## Head

Minister Responsible for Women's Issues  
4th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-7785

## Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

## Organization

The minister carries out the mandate through two organizations – the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

## Ontario Women's Directorate

### Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

### Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with six branches or sections.

### Divisions

#### Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate; coordinates the activities of the branches; and liaises with the minister's office.

#### Personal Information Banks

Primarily personnel-related and used for general administrative purposes. Contain information relating to

consultants, resumes of job applicants and senior women executives, and background material for staff performance appraisals.

#### Resumes of Senior Women Executives, Consultants and Job Applicants

**Location:** Assistant Deputy Minister's Office, 900 Bay Street, Toronto. **Legal Authority:** Submitted voluntarily by individuals in bank with consent to use described below; Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1), and s.24. **Types of Information Maintained:** Name, address, work history, education. **Uses:** Refer individuals and find suitable positions. **Categories of Users:** Senior executive, staff responsible for hiring personnel. **Categories of Individuals in Bank:** Senior women in public and private sectors, prospective consultants and job applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or area of expertise. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Deputy Minister, Ontario Women's Directorate, 4th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1C2, telephone: (416) 965-7785.

## Consultative Services Branch

Identifies, designs, and coordinates Ontario's employment equity policies and programs for women, in government and in the broader public and private sectors. Staff consultants provide start-up assistance to organizations establishing employment equity programs.

### Personal Information Banks

None

## Finance and Administration Section

Responsible for the development and coordination of financial, administrative and support services.

### Personal Information Banks

Primarily personnel-related and used for general administrative purposes. The following common personal information banks as described in the introduction to this directory are maintained either by the directorate or the Ministry of Government Services which provides personnel and administrative support to the directorate.

Affirmative Action/Employment Equity Program  
Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Policy and Research Branch

Advises the minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and provides policy advice and briefings. Major policy initiatives include pay equity, family violence, and employment equity.

### Personal Information Banks

None

## Program Development Branch

Coordinates and develops programs that will benefit women in Ontario and administers the Community Grants Program. Current branch projects include the development of new education initiatives designed to improve women's access to non-traditional and technology-related employment.

### Personal Information Banks

Primarily related to student employees for the Experience and Open Doors programs.

#### Open Doors Speakers Registry

**Location:** Program Development Branch, 900 Bay Street, Toronto. **Legal Authority:** Submitted voluntarily by individuals in bank with consent to use described below. **Types of Information Maintained:** Name, address, telephone number, age, sex, education, employment history, evaluations, job description. **Uses:** For internal program assessment and distribution to users of program.

**Categories of Users:** Teachers, community groups, school boards, universities, speakers, Ontario Women's Directorate.

**Categories of Individuals in Bank:** Speakers for the Open Doors program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked file cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Coordinator, Open Doors, Program Development Branch, Ontario Women's Directorate, 4th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1C2, telephone: (416) 965-7785.

#### Experience Program Student Employees

**Location:** Program Development Branch, 900 Bay Street, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.8. **Types of Information Maintained:** Name, address, Social Insurance Number, age, sex, marital status, education, employment history, references. **Uses:** Decide student eligibility for a summer job. **Categories of Users:** Directorate staff and assistant deputy minister, Ministry of Skills Development, Ministry of Government Services personnel, placement organization. **Categories of Individuals in Bank:** Students applying for summer program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Four years, then destroyed. **Official**

**Responsible:** Program Coordinator, Program Development Branch, Ontario Women's Directorate, 4th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1C2, telephone: (416) 965-7785.

## Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications and the distribution of educational material.

### Personal Information Banks

None

## Access

Freedom of Information Coordinator  
Ontario Women's Directorate  
4th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-7785

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor, Mowat Block, 900 Bay Street, Toronto.

## Ontario Advisory Council on Women's Issues

### Mandate

The council provides independent advice on matters pertaining to the status of women in Ontario; monitors and assesses existing legislation, policies and programs related to the needs of women; identifies specific areas requiring government attention and recommends legislation and program changes; and consults with groups and holds public meetings with the purpose of stimulating public discussion in regions throughout Ontario.

### Organization

The Ontario Advisory Council on Women's Issues has sixteen members appointed by Order in Council. Its office is in Toronto.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained



either by the council or the Ministry of Government Services which provides personnel and administrative support to the council.

Central Attendance Reporting System (CARS)  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefits  
System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

## Access

Freedom of Information Coordinator  
Ontario Advisory Council on Women's Issues  
5th Floor, 880 Bay Street  
Toronto, Ontario  
M5S 1Z8  
Telephone: (416) 965-5824

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

# Workers' Compensation Board

## Head

Chairman  
Workers' Compensation Board  
2 Bloor Street East  
Toronto, Ontario  
M4W 3C3  
Telephone: (416) 927-4000

## Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident-prevention activities and funds safety associations.

## Organization

The board's head office is in Toronto. The board has three divisions, five regional offices (Hamilton, London, Sudbury, Thunder Bay and Ottawa), three area offices (Kitchener, Windsor and North Bay), and four information offices (Kings-ton, Timmins, St. Catharines and Sault Ste. Marie).

## Divisions

### Client Services Division

Client-service units and regional offices, which deliver benefits to injured workers and their dependants, include Claims Services, Medical Services, and Vocational Rehabilitation Services.

### Personal Information Banks

Contain information on workers or their dependants with claims for benefits arising from industrial accidents and diseases or death.

### Compensation Benefits – Claims Files

**Location:** Claims Services Division, Workers' Compensation Board, 2 Bloor Street East, Toronto. Regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, telephone number, Social Insurance Number, claim number, age, employment and earnings information, injury and medical information, employer name and firm number,

assessments for eligibility, investigations, results of internal audit, Ombudsman contact. **Uses:** Determine eligibility for Workers' Compensation benefits; answer enquiries concerning entitlement; handle appeals of decisions on entitlement; provide management data concerning program delivery; provide statistical data on Workers' Compensation; provide accident and cost information in order to determine employer assessment rates; provide internal audit with information to verify receipt of benefits; liaison with Ombudsman. **Categories of Users:** Workers, board adjudication staff, vocational rehabilitation, medical services, review services, and actuarial staff, claims counsellors, Workers' Compensation Appeals Tribunal where an appeal has been filed, internal audit staff, injured workers and their representatives, employers and their representatives when an objection to a decision has been filed. **Categories of Individuals in Bank:** Workers or their dependants claiming following types of benefits: temporary wage loss, health care, permanent impairment, death benefits. **Policies and Practices – Storage:** Paper, microfilm, computer.

**Retrievability:** Name, claim number, Social Insurance Number, employer name or number. **Access Controls:** Restricted access, computer password. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Claims Adjudication Branch, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4099. Also the Claims Administrator at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 523-1800; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 623-4545.

### Health Care – Treating Agencies

**Location:** Health Care Benefits Branch, Workers' Compensation Board, 2 Bloor Street East, Toronto. Regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Types of Information Maintained:** Name, address, telephone number, type of practice. **Uses:** Determine eligibility for health care benefits. **Categories of Users:** Health Care Benefits adjudication staff. **Categories of Individuals in Bank:** Physicians, chiropractors, dentists or drugless practitioners providing health care services to injured workers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, agency number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** After agency contract terminated, then transferred to archives. **Official Responsible:** Supervisor, Auxiliary Services, Health Care Benefits Branch, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4099. Also the Supervisor, Health Care Benefits at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 523-1800; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 623-4545.

## Vocational Rehabilitation Clients (injured workers)

**Location:** Vocational Rehabilitation Division, 2 Bloor Street East, Toronto. Also Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview. Regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

**Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.54 and s.36(1)(c). **Types of Information**

**Maintained:** Name, address, telephone number, date of birth, employment history, vocational rehabilitation assessments, socio-economic information, aptitude and interest tests, agency rehabilitation referrals and reports, correspondence related to inquiries from workers' representatives, business evaluations for permanent disability commutation requests, vocational rehabilitation expenditures information, medical and compensation benefits data, vocational rehabilitation plan, ongoing care activity reports, summaries of interviews with prospective employers, employer's comments on injured worker. **Uses:** Determine entitlement to vocational rehabilitation benefits; assist in administering vocational rehabilitation services. **Categories of Users:**

Vocational rehabilitation staff, claims adjudicators and outside agencies retained to assist in the Vocational Rehabilitation Program. **Categories of Individuals in Bank:** Injured workers, surviving spouses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:**

Name, claim number. **Access Controls:** Cabinets in supervised areas, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Rehabilitation Resources Branch, Vocational Rehabilitation Division, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4187. Also Administrator, Vocational Rehabilitation Division, at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 523-1800; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 623-4545.

## Worker's/Employer's Representatives – Regional Offices

**Location:** Sudbury Regional Office, 30 Cedar Street, Sudbury, and London Regional Office, 200 Queens Avenue, London. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, correspondence and meetings between board and worker's/employer's representatives. **Uses:** Document contacts between board and worker's/employer's representatives; record number of occasions board staff meet with representatives. **Categories of Users:** Regional staff meeting with worker's/employer's representatives. **Categories of Individuals in Bank:** Representatives (lawyers, MPs or MPPs, union representatives, the Ombudsman) of injured workers or employers contacting regional offices about specific claim files or compensation issues. **Policies and Practices – Storage:** Paper.

**Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; and Regional Director, London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401.

## Corporate Services Division

Provides ongoing support to the client-service and policy-making groups and oversees the raising of revenue from employers to fund the board. The division is composed of the following units: Actuarial Services; Communications; Employment Equity; Financial Services; Human Resources; Investment Fund; Legal Services; and Management Information Services.

## Personal Information Banks

Contain information on media inquiries, human rights issues, financial information on individual employers and employee benefits, personnel records of board employees, and legal actions brought by or against the board.

## Accountable Warrants Agreement Forms

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, responsibility centre, amount, date paid, Branch Director's name. **Uses:** Confirm that employee received monies. **Categories of Users:** Board accounting branch, internal auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Responsibility code, name, Social Insurance Number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Until warrant no longer required, then transferred to archives. **Official Responsible:** Supervisor of Accounting, Accounting Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.

## Assessment System, Accounts Receivable System

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, firm number, mailing and payroll addresses, telephone number, payroll and assessment totals, industry description, invoice issues, assessment history, penalties issued, collection action, payments, overdue accounts, personal coverage history. **Uses:** Statistical analysis; issue assessments; adjust experience ratings; lay charges and levy appropriate penalties (s.91(7)); reference and information; monitor accident record. **Categories of Users:** Financial Services Division and Actuarial Services staff, safety associations. **Categories of Individuals in Bank:** Past and present employers reporting to the board. **Policies and Practices – Storage:** Computer. **Retrievability:** Name of firm, account number. **Access Controls:** Computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Revenue Branch, Financial Services Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3881.

## Attendance and Vacation System

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, Social Insurance Number, work

attendance, job classification. **Uses:** Record absences; provide statistical reports on attendance. **Categories of Users:** Human Resources and Financial Services staff, board management. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Computer files – Executive Director, Management Information Services Division, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; paper files – Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Board Superannuation Plan

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.74. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, employment history, pay level, superannuation contributions. **Uses:** Calculate and pay or refund pension contributions. **Categories of Users:** Human Resources Division, financial staff, actuaries, auditors. **Categories of Individuals in Bank:** Current and former board employees with vested pensions. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Human Resources Department, and Board Secretary, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Canada Savings Bonds – Employee Purchase Files

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, responsibility code, amount of deduction, bond serial numbers, bond purchase forms, cancellations and issues, general bond information. **Uses:** Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts. **Categories of Users:** Board employees. **Categories of Individuals in Bank:** WCB employees applying for Canada Savings Bond internal purchase. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Responsibility code and Social Insurance Number. **Access Controls:** Locked cabinet. **Retention and Disposal:** One to two years, then transferred to archives. **Official Responsible:** Investment Control Specialist, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3768.

### Employee Counselling Files

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, medical, psychiatric, psychological, employment history and/or financial transactions, employee's opinions/views, con-

fidential correspondence, opinions/views about the employee. **Uses:** Report progress; provide status of issues and/or employee-placement activities. **Categories of Users:** Employment Equity Program staff. **Categories of Individuals in Bank:** WCB employees seeking assistance with interpersonal problems, and/or employees active on a Special Placement Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years from date of last contact, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

### Employee Medical Information

**Location:** Human Resources Department, Medical Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, Social Insurance Number, address, medical information, health records, accident reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Categories of Users:** Human Resources staff, line managers, employee counsellor, medical staff, auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; and Director, Medical Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4350.

### Employer Information (business type, wages payable, type of business, etc.)

**Location:** Sudbury Regional Office, 30 Cedar Street, Sudbury; London Regional Office, 200 Queens Avenue, London; Hamilton Regional Office, 120 King Street West, Hamilton; and Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Employer's name and address, industry type, employee information, payroll information. **Uses:** Determine employer assessments. **Categories of Users:** Revenue specialist and supervisor, financial services staff. **Categories of Individuals in Bank:** Employers as defined by the Workers' Compensation Act or self-employed workers requesting coverage. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Firm name or number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Financial Records at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9248; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2413; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 523-1800; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 623-4545.



## Employment Application Inventory

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, Social Insurance Number, letters of application, application forms, resumes. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Human Resources staff, line managers. **Categories of Individuals in Bank:** Applicants for employment at the board. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and/or skill base. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

## Firm File Microfiche

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Employer's name, address, firm/account number, payroll statements, personal coverage requests, changes, cancellations, industry descriptions, audit reports, memos, correspondence between employer and WCB, fact sheets, decision review and Workers' Compensation Appeals Tribunal rulings. **Uses:** Record all correspondence between and communications about board and employers; provide a source of information for board decisions. **Categories of Users:** Financial Services Department and Review Services staff, Workers' Compensation Appeals Tribunal. **Categories of Individuals in Bank:** Employers, owners, executive officers, independent operators. **Policies and Practices – Storage:** Microfiche. **Retrievability:** Name, firm/account number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Revenue Branch, Financial Services Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3881.

## General Employment History and Compensation Information

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, address, Social Insurance Number, work history, payroll transactions, employee benefits options. **Uses:** Record employee's work history and payroll/benefit transactions. **Categories of Users:** Human Resources and Financial Services staff, managers and auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Locked cabinets, controlled room. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

## Grievances

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation

Act, R.S.O. 1980, c.539, s.72; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.19. **Types of Information Maintained:** Name, job classification, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Categories of Users:** Human Resources staff, line managers. **Categories of Individuals in Bank:** Board employees submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Grievance number, date of grievance or employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

## Human Rights Complaints

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Human Rights Code, S.O. 1981, c.53. **Types of Information Maintained:** Name, address, telephone number, race, national or ethnic origin, colour, religion, age, sex, marital or family status, education, medical information, employment history, personal opinions/ views, correspondence, views/opinions about the individual. **Uses:** Investigate and resolve perceived contraventions of the Ontario Human Rights Code or Workers' Compensation Board policies. **Categories of Users:** Employment Equity Program staff. **Categories of Individuals in Bank:** Employees, applicants seeking to resolve issues of perceived discrimination and/or filing complaints with the Ontario Human Rights Commission. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years from date of last contact, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

## Job Competitions

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. Also line managers' offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Application forms, job advertisement, screening and evaluation information, appointments of successful candidates. **Uses:** Document the hiring process; provide statistical data. **Categories of Users:** Human Resources and Employment Equity staff, line managers, human rights officers, auditors. **Categories of Individuals in Bank:** Applicants for jobs with the board. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Competition number or position title of vacancy. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Up to one year, then destroyed. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

## Legal Action Files

**Location:** Legal Services Department, 2 Bloor Street East, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Plaintiffs/applicant's name, address, counsel, WCB claim file if appropriate,

legal opinions, pleadings and factums. **Uses:** Defend or respond to court actions and applications against the board. **Categories of Users:** Division solicitors and counsel retained by the board. **Categories of Individuals in Bank:** Individuals initiating an action or making application against the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of plaintiff/applicant. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** Permanent. **Official Responsible:** Board Solicitor, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4767.

#### Media File

**Location:** Communications Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, background material, summary of reports written by reporter. **Uses:** Answer media inquiries. **Categories of Users:** Board's Public Affairs staff. **Categories of Individuals in Bank:** Reporters contacting the board or writing articles on the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Director Public Affairs, Communications Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3500.

#### Media Background File

**Location:** Communications Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name of worker or worker's representative, claims information. **Uses:** Background briefing for media inquiries. **Categories of Users:** Public Affairs staff. **Categories of Individuals in Bank:** Injured workers using the media to approach the board concerning problems with their claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Public Affairs, Communications Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3500.

#### Outreach Recruitment

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Human Rights Code, S.O.1981, c.53, s.13. **Types of Information Maintained:** Name, address, telephone number, education, employment history, resumes. **Uses:** Promote the board's Outreach Recruitment Program; determine candidates for external vacancies. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** WCB benefits claimants and disabled individuals referred by other agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Position applied for. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

#### Performance Management

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(1)(b). **Types of Information Maintained:** Name, Social Insurance Number, job classification, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Categories of Users:** Board, training, and Employment Equity staff, line managers and auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, controlled room. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

#### Personnel and Employee Benefits System

**Location:** Human Resources Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, date of birth, education, work history, pay level. **Uses:** Provide basic data to issue pay cheques; generate statistical reports (e.g., T-4s, pension contributions). **Categories of Users:** Board management, Human Resources, financial staff, insurance carriers. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Computer files – Executive Director, Management Information Services Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; paper files – Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

#### Salary Advance

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, cheque number, amount of tuition assistance. **Uses:** Record salary advances to board employees. **Categories of Users:** Division secretary, internal and external auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Cheque number, name. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Supervisor of Accounting, Accounting Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.

#### Security File

**Location:** Safety and Security Section, 2 Bloor Street East, Toronto. **Legal Authority:** Trespass to Property Act, R.S.O. 1980, c.511. **Types of Information Maintained:** Name, address, claim number(s), statements of security staff and adjudicators outlining disruptive behaviour of injured

workers. **Uses:** Assess the seriousness of the disruptive behaviour; decide whether or not to issue warning or restricted access letters to disruptive claimants. **Categories of Users:** Security staff and claims adjudicators interviewing the claimants on the warning or restricted access list. **Categories of Individuals in Bank:** Injured workers who are disruptive or who have made threats against board staff or who have threatened or used violence toward an employee of the Board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and claim number. **Access Controls:** Locked cabinet with access strictly controlled by security officer and Safety and Security supervisor. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Safety and Security, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3894.

### Subrogated Personal Injury Actions

**Location:** Legal Services Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(4). **Types of Information Maintained:** Name, address of injured worker, defendants and representatives, medical information, Social Insurance Number, claim file number, wage information and employment history, public liability insurance particulars, interpretations and legal opinions. **Uses:** Advance subrogated personal injury action in the courts. **Categories of Users:** Division solicitors, adjusters, and counsel retained by the board. **Categories of Individuals in Bank:** Employees of Schedule 1 employers receiving Workers' Compensation benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, legal branch file number. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** After completion of action, transferred to archives. **Official Responsible:** Board Solicitor, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4767.

### Superannuation Buyback

**Location:** Financial Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, superannuation details. **Uses:** Record receivables for employee buying back past service. **Categories of Users:** Payroll and Benefits Policy Section staff, internal and external auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Social Insurance Number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Supervisor, Accounting Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.

### Transfer of Costs Files

**Location:** Legal Services Department, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(9). **Types of Information Maintained:** Name, address of injured workers, witnesses, and employers, WCB claim number, investigation notes and statements by workers and witnesses. **Uses:** Determine if

the accident costs of a claim should be transferred to another employer (Workers' Compensation Act, s.8(9)). **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Employees of Schedule 1 employers with compensable claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee's name. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** Indefinite, when cost transfer complete, then information transferred to a claims file. **Official Responsible:** Board Solicitor, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4767.

## Internal Audit

Provides the Audit Committee and senior management with an independent, systematic and objective assessment of the board's operations and of the manner in which funds are acquired and invested.

## Personal Information Banks

None

## Policy and Specialized Services Division

The Policy and Specialized Services Division formulates the operational policies guiding the provision of the board's major services. It coordinates policy development for and delivery of health and safety education programs in Ontario, and oversees the operation of the Downsview Rehabilitation Centre. This division also has responsibility for the Occupational Health and Safety Authority which oversees the activities of various safety associations coming under the auspices of the Workers' Compensation Act.

## Personal Information Banks

Contain medical information on workers attending the Downsview Rehabilitation Centre and on physicians, chiropractors, dentists and drugless practitioners listed with the board for payment of health-care benefits.

## Patient Medical Records

**Location:** Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Types of Information Maintained:** Name, address, marital status, employer, age, medical history, socio-economic history, claims information, treatments and investigations received at the centre. **Uses:** Plan treatment for injured workers referred to the centre; record all treatments, investigations, and medical decisions concerning the injured worker while at the centre. **Categories of Users:** Centre's medical and paramedical staff. **Categories of Individuals in Bank:** Injured workers admitted to the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and claim number/hospital number. **Access Controls:** Secured in locked area. **Retention and Disposal:** Approximately three and a half

years, then transferred to archives. **Official Responsible:** Director, Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview, Ontario, M3L 1G8, telephone: (416) 244-1761, ext. 22.

### First-Aid Program

**Location:** First Aid, 80 Bloor Street West, Suite 604, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Firm name and number, number of trained staff, expiry date of certificates. **Uses:** Record number of persons qualified and trained to give first aid in any firm coming under the Workers' Compensation Act. **Categories of Users:** Ontario Health and Safety Education Authority's administration staff. **Categories of Individuals in Bank:** Firms coming under the Workers' Compensation Act, agencies supplying first-aid instruction. **Policies and Practices – Storage:** Paper. **Retrievability:** Firm number. **Access Controls:** Secured in supervised area. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Coordinator, First Aid, 80 Bloor Street West, Suite 604, Toronto, Ontario, M5S 2V1, telephone: (416) 927-4872.

## Review Services Department

The department carries out the board's decision-review function; administers access to claim files as prescribed under the Workers' Compensation Act (s.77); and maintains liaison with the Office of the Ombudsman concerning board decisions. The division comprises; the Decision Review Branch; the Hearings Branch; Administrative Services; and Research and Advisory Services.

### Personal Information Banks

None

## Strategic Planning and Analysis Department

This unit ensures that the programs of the Workers' Compensation Board are carried out in accordance with the act and the approved policies and procedures of the board. It comprises two branches: General Counsel and Secretary of the Board, and Strategic Policy. The Strategic Policy Branch deals with policy issues which affect the board as a whole and provides organizational development studies, macro-budgeting and corporate planning studies.

### Personal Information Banks

None

## Access

Freedom of Information Coordinator  
Workers' Compensation Board  
2 Bloor Street East  
Toronto, Ontario  
M4W 3C3  
Telephone: (416) 927-4005

A public reading room for the review of manuals and other information is open during regular office hours at 2 Bloor Street East, Toronto.

Note: Injured workers (or their dependants) who are involved in a dispute have a right of access to all records concerning their claims and are not required to file a request under the Freedom of Information and Protection of Privacy Act.

Employers involved in a dispute also have a right of access, subject to certain conditions, to board records relevant to the dispute and are not required to file a request under the Freedom of Information and Protection of Privacy Act.





## IV Indices

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## Listing of Ministry and Agency Identifiers

	Identifier
Agriculture and Food, Ministry of	<b>AG&amp;FOOD</b>
Algonquin Forestry Authority	<b>AFA</b>
Attorney General, Ministry of the	<b>ATTGEN</b>
Cabinet Office	<b>CAB</b>
Citizenship, Ministry of	<b>MOC</b>
Colleges and Universities, Ministry of	<b>MCU</b>
Community and Social Services, Ministry of	<b>MCSS</b>
Consumer and Commercial Relations, Ministry of	<b>MCCR</b>
Correctional Services, Ministry of	<b>CORRECTIONS</b>
Culture and Communications, Ministry of	<b>MCC</b>
Disabled Persons, Office for	<b>ODP</b>
Education, Ministry of	<b>EDUC</b>
Energy, Ministry of	<b>ENERGY</b>
Environment, Ministry of the	<b>MOE</b>
Financial Institutions, Ministry of	<b>MFI</b>
Francophone Affairs, Minister Responsible for	<b>FRE</b>
Government Services, Ministry of	<b>MGS</b>
Health, Ministry of	<b>HEALTH</b>
Housing, Ministry of	<b>HOUSING</b>
Industry, Trade and Technology, Ministry of	<b>MITT</b>
Intergovernmental Affairs, Ministry of	<b>MIA</b>
Labour, Ministry of	<b>LABOUR</b>
Liquor Control Board of Ontario	<b>LCBO</b>
Management Board of Cabinet	<b>MBC</b>
Metro Toronto Convention Centre Corporation	<b>MTCCC</b>
Municipal Affairs, Ministry of	<b>MUNAFF</b>
Native Affairs, Minister Responsible for	<b>NAT</b>

Natural Resources, Ministry of	<b>MNR</b>
Niagara Parks Commission	<b>NPC</b>
Northern Development and Mines, Ministry of	<b>NDM</b>
Ontario Centres for Technology	<b>OCT</b>
Ontario Food Terminal Board	<b>OFTB</b>
Ontario Hydro	<b>HYDRO</b>
Ontario Lottery Corporation	<b>OLC</b>
Ontario Northland Transportation Commission	<b>ONTC</b>
Ontario Stock Yards Board	<b>OSY</b>
Ontario Waste Management Corporation	<b>OWMC</b>
Ottawa Congress Centre	<b>OCC</b>
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Senior Citizens' Affairs, Office for	<b>SCA</b>
Skills Development, Ministry of	<b>SKILLS</b>
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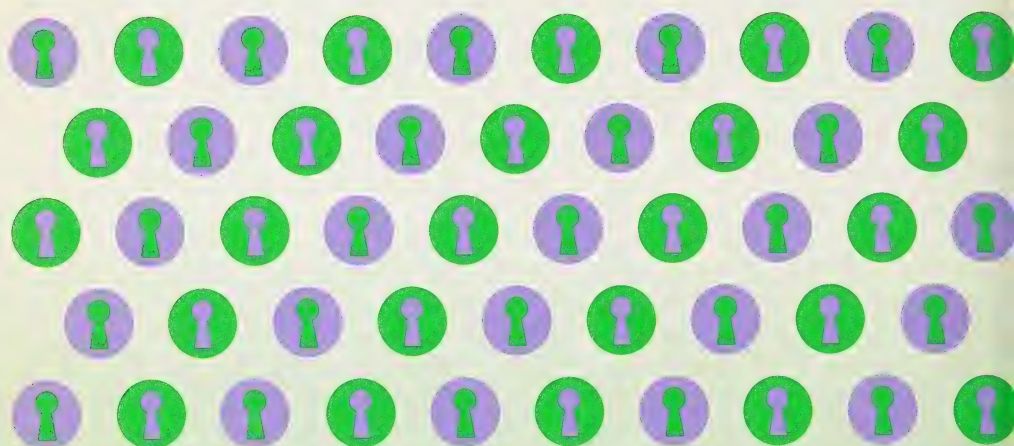
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DIRECTORY OF  
**PERSONAL  
INFORMATION  
BANKS**

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Ontario

**Freedom  
of Information**

— and —

**Protection  
of Individual  
Privacy**

***1989***



DIRECTORY OF  
**PERSONAL  
INFORMATION  
BANKS**



Ottawa

Freedom  
of Information  
— and —

Protection  
of Individual  
Privacy

**1989**



This publication is produced annually.

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# Foreword

Ontario's Freedom of Information and Protection of Privacy Act gives individuals a legal right of access to information held by the government and its agencies. There are exceptions to this right but they are limited to the specific provisions of the legislation. The Act also gives individuals a right of access to their personal information and establishes standards to ensure that this information is protected.

On January 1, 1989, coverage of the Act was extended to District Health Councils, Colleges of Applied Arts and Technology, the Royal Ontario Museum, the Ontario Institute for Studies in Education, the Teachers' Superannuation Commission and the Ontario Municipal Employees' Retirement System.

Two directories are issued annually to assist individuals in locating records and personal information maintained by institutions covered by the Act. These publications are:

- *Directory of General Records* describing the organization, mandate, records and manuals of institutions;
- *Directory of Personal Information Banks* describing the organization and personal information maintained by institutions.

The directories are issued in English and French editions, and are available in libraries, offices of institutions covered by the Act and the Ontario Government Bookstore, Main Floor, 880 Bay Street, Toronto, Ontario M7A 1N8.

For further information about the Act or the directories write to:

Management Board Secretariat  
Freedom of Information and Privacy Branch  
18th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 1Z6

Telephone: (416) 586-2187



# I. Introduction

## What Information is Available?

Government ministries and agencies collect personal information from and about individuals in the course of their operations. This information covers a wide range of subjects and is used to administer programs and activities.

The Freedom of Information and Protection of Privacy Act gives all individuals a right of access to their personal information subject to certain specific exceptions. At the same time, the Act safeguards an individual's privacy by protecting this information from unauthorized disclosure to others.

Individuals who are given access to their personal information also have the right to request correction of that information if they believe it to be inaccurate.

## How to Use The Directory

### Locating the Information

This directory is arranged alphabetically with a chapter for each institution covered by the Act. Where the institution is an Ontario government ministry, the chapter includes an alphabetical listing of affiliated agencies of that ministry (e.g., boards, commissions and committees).

An alphabetical index at the back of the publication provides a complete list of institutions and affiliated agencies, and the page where they may be found in the directory.

Three additional indices are included to assist in locating personal information. The first is an alphabetical list of Personal Information Banks by title. The second is an alphabetical list of public records (i.e., personal information maintained for the purpose of creating a record available to the public). The third is an index that allows the user to locate personal information by subject.

Each chapter in the directory contains the following information:

#### *Name*

- the full title of the institution;

#### *Head*

- the title, business address and phone number of the minister or head of the institution;

#### *Mandate*

- the goal or purpose of the institution;

#### *Organization*

- a description of the organizational structure;

#### *Divisions*

- a description of each major organizational unit or program area within the institution
- a description of the personal information used to support each division's programs and an alphabetical listing of the personal information banks maintained;

#### *Affiliated Agencies*

- a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the personal information banks and public records held by each affiliated agency;

#### *Public Records*

- a description of any public records maintained and an alphabetical listing of such records;

#### *Access*

- the title, address and phone number of a contact person in the institution
- the location of a reading room for the review of manuals and other information.

### Personal Information Banks

The Act defines *personal information* as any recorded information about an identifiable individual. A *personal information bank* is a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.

The directory provides the following information for each personal information bank maintained by an institution:

#### *Title*

- the full title of the personal information bank;

#### *Location*

- the name and address of the division, agency or program which the bank supports;

#### *Legal Authority*

- the statute, regulation or order in council which provides legal authority for the bank;

#### *Types of Information Maintained*

- the categories of personal information in the bank (e.g., name, age, financial information);

## Uses

- the principal purpose(s) for which the information is used;

## Categories of Users

- the individuals or organizations which have access to the information or to whom the information is disclosed;

## Categories of Individuals in Bank

- the individuals about whom the information is maintained;

## Storage

- the storage media for the record (e.g., paper, computer, microfilm);

## Retrievability

- how the information is retrieved (e.g., by name or registration number);

## Access Controls

- how access to the information is restricted (e.g., locked cabinets, computer passwords);

## Retention and Disposal

- how long the information is kept and if it is destroyed or transferred to the Archives of Ontario;

## Official Responsible

- the title, business address and phone number of the employee in the institution who is responsible for the operation of the personal information bank.

## Public Records

Certain collections of records which contain personal information are actually public records. Land registration records are an example of this type of collection. Information contained in public records is accessible to all members of the public on an equal basis. In some cases, a user fee may be charged.

Although public records are not covered by the privacy provisions of the legislation, the directory would not be complete without some reference to them. These collections are included in the institution chapters under the heading "Public Records". The following information is provided for each collection:

- the title of the collection;
- a description of the collection including its purpose and how it is maintained.

## Common Personal Information Banks

Certain personal information banks are common to a large number of institutions. These banks contain information about government employees or standard programs such as pay equity and human rights administration. To avoid repetition, these common personal information banks are described in Chapter II of this directory and only the titles are referenced in individual chapters.

In addition, certain personal information banks are common to most colleges of applied arts and technology. These banks have also been described in Chapter II, with individual college chapters including references to the titles where appropriate.

## How to Make a Request

Individuals are generally allowed access to their personal information without having to make a request under the Act. A letter or phone call to the appropriate institution may be all that is required.

A request under the Act can be made by completing a *Request for Access to Personal Information*. Individuals who have had access to their personal information and wish to request correction should complete a *Request for Correction of Personal Information*. These forms are available in government offices across the province. Examples of how to complete the forms are included at the end of this section.

The completed request form should be forwarded to the institution most likely to have the information. The correct mailing address can be found at the end of each chapter in this directory under the heading "Access".

Normally, a request must be processed within 30 calendar days. This means that the institution must either provide access to the requested information or notify the individual that the personal information is exempt under the specific provisions of the Act. If the institution requires a time extension for any reason, then the requester must be notified.

Requesters should provide as much information as possible. Individuals who need assistance in locating personal information or completing a request form should contact the Freedom of Information and Privacy Coordinator in the appropriate institution. The address and phone number of the Freedom of Information and Privacy Coordinator can be found at the end of each institution chapter.

## **Access by Disabled Persons**

### **For Print Handicapped Persons**

Print handicapped persons should contact the appropriate Freedom of Information and Privacy Coordinator by telephone to discuss alternate means of making a request if they are unable to complete a request form.

### **For Hearing Impaired Persons**

Where a telecommunication device for the deaf (TDD) service is available to an institution, the number will be shown at the end of the institution's chapter under the heading "Access". Where institutions do not have a TDD service, individuals can use the Bell Relay Service to place calls. Information on this service can be found in local public telephone directories.

### **For Wheelchair Users**

Where an institution's reading room is physically accessible, the international wheelchair accessibility symbol is shown at the end of the institution's chapter under the heading "Access".

In general, when making a request, visiting an institution's reading room or examining personal information, a disabled person may be accompanied by a proxy or may have a proxy act for him/her. If a proxy acts alone, proof of consent by the disabled person to be represented is required.

## **How to Appeal a Decision**

An individual may appeal any decision made by an institution including refusal to grant access, refusal to make a correction to personal information and extension of the 30 day deadline. Appeals should be directed to:

Information and Privacy Commissioner  
17th Floor, 80 Bloor Street West  
Toronto, Ontario  
M5S 2V1  
Telephone: (416) 963-3333  
Toll free: 1-800-387-0073  
Fax: 965-2983



Ontario

Request for access to personal information  
Demande d'accès aux renseignements personnels

Freedom of Information and Protection of Privacy Act, 1987  
Loi de 1987 sur l'accès à l'information et la protection de la vie privée

Please print or write legibly/Veuillez imprimer ou écrire lisiblement

Last name/Nom de famille <b>Smith</b>		First name/Prénom <b>John</b>	Middle name/Second prénom
Address (Street/Apt. No./P.O. Box No./R.R. No.) Adresse (Rue/App./C.P./R.R. n°) <b>123 Main Street</b>		City or town/Cité ou ville <b>Anytown</b>	Province <b>Ontario</b>
Postal code/Code postal <b>A1A 1A1</b>	Telephone number(s), with area code/Número(s) de téléphone et indicatif régional area code indicatif régional <b>111 123-4567</b>		area code indicatif régional <b>111 123-8910</b>

Details of personal information requested/Détails des renseignements personnels demandés

1. Last name appearing on requested information Nom de famille qui figure aux renseignements demandés <input checked="" type="checkbox"/> Same as above Même que ci-dessus	2. Ministry/Institution request made to Ministère/Organisme auquel la demande est présentée <b>Ministry of Consumer and Commercial Relations</b>
3. Name of personal information bank or record/Nom de la banque de renseignements personnels ou du document <b>Commercial Registration, Enquiry, Data and Information Tracking System (CREDITS)</b>	

4. Detailed description of personal information/Description détaillée des renseignements personnels

In April 1987, I submitted an application for the registration of a travel agency. I would like a copy of the file associated with this application, particularly any information related to my employment history or financial status.

5. Preferred method of access/Mode préféré d'accès

<input checked="" type="checkbox"/> Receive copy/Recevoir une copie	<input type="checkbox"/> Examine/Consulter
---	--

Signature <b>John Smith</b>	Date Day/Jour <b>02</b>	Month/Mois <b>01</b>	Year/Année <b>89</b>
--------------------------------	-------------------------------	-------------------------	-------------------------

For Ministry/Institution use only/À l'usage exclusif du ministère ou de l'organisme

Date received/Date de réception  
Day/Jour Month/Mois Year/Année

Reference number/Numéro de référence  
Day/Jour Month/Mois Year/Année

Comments/Remarques







Ontario

**Request for correction of personal information**  
**Demande de rectification des renseignements personnels****Freedom of Information and Protection of Privacy Act, 1987**  
**Loi sur l'accès à l'information et la protection de la vie privée**

Please print or write legibly/Veuillez imprimer ou écrire lisiblement

Last name/Nom de famille <i>Smith</i>		First name/Prénom <i>John</i>	Middle name/Second prénom
Address (Street/Apt. No./P.O. Box No./R.R. No.) Adresse (Rue/App. C. P./R.R. n°) <i>123 Main Street</i>		City or town/Cité ou ville <i>Anytown</i>	Province <i>Ontario</i>
Postal code/Code postal <i>A1A 1A1</i>	Telephone number(s), with area code/Numéro(s) de téléphone et indicatif régional Day/Jour ▶ area code indicatif régional <i>111</i> <i>123-4567</i> Evening/Soir ▶ area code indicatif régional <i>111</i> <i>123-8910</i>		

**Details of personal information to be corrected/Détails des renseignements personnels devant être rectifiés**

1. Last name appearing on information to be corrected Nom de famille qui figure aux renseignements devant être rectifiés. <input checked="" type="checkbox"/> Same as above or Même que ci-dessus ou ▶	2. Ministry/Institution maintaining information Ministère/Organisme qui conserve les renseignements <i>Ministry of Consumer and Commercial Relations</i>	3. Reference number from Numéro de référence qui figure à la demande de renseignements personnels
4. Name of personal information bank or record/Nom de la Banque de renseignements personnels ou du document <i>Commercial Registration, Enquiry, Data and Information Tracking System (CREBITS)</i>		

5. Description of information to be corrected Description des renseignements devant être rectifiés  <i>Employment Information</i>	6. Correction requested/Rectification demandée  <i>The file states that I was employed by the ACME Travel Agency from January 1986 to February 1987. The employment period should be changed as follows:  January 1984 to February 1987</i>
--	---

You will be notified of the outcome of your request. If the correction is not made, you may require that a statement of disagreement be attached to your information.

Vous serez avisé(e) du résultat de votre demande. Si la rectification n'est pas effectuée, vous pouvez exiger qu'une déclaration de désaccord soit annexée à vos renseignements.

Signature <i>John Smith</i>	Date Day/Jour Month/Mois Year/Année <i>02 02 89</i>
--------------------------------	---

**For Ministry/Institution use only/A l'usage exclusif du ministère ou de l'organisme**

Date received/Date de réception Day/Jour Month/Mois Year/Année	Reference number/Numéro de référence	Comments/Remarques
---	--------------------------------------	--------------------



II  
Common Personal  
Information Banks

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# Common Personal Information Banks

The following are descriptions of common personal information banks. The first section describes personal information banks common to most institutions covered by the Act. The second section describes banks common to most Ontario government ministries and closely affiliated agencies. The third section describes banks common to most colleges of applied arts and technology.

Where an institution maintains a common personal information bank, only the title of the bank will be listed in the institution chapter. Individuals seeking access to these personal information banks should forward their requests to the appropriate ministry or agency. For the correct mailing addresses, refer to the "Access" heading at the end of each ministry/agency chapter.

## Personal Information Banks Common to Most Institutions

### Freedom of Information and Protection of Privacy Act Requests

**Location:** Freedom of Information and Privacy Coordinators' offices. **Legal Authority:** Freedom of Information and Protection of Privacy Act, S.O. 1987, c.25, s.24. **Types of Information Maintained:** Name, address, telephone number, description of information requested, to be corrected, correspondence, copies of requested records. **Uses:** Maintain a record of all requests, statistical record keeping. **Categories of Users:** Freedom of Information and Privacy Protection staff, liaison staff, head of institution and/or delegate. **Categories of Individuals in Bank:** Individuals submitting requests under the Freedom of Information and Protection of Privacy Act. **Policies and Practices – Storage:** Paper, Computer. **Retrievability:** Name, request number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Freedom of Information and Privacy Coordinator.

### Library Users Lists

**Location:** Library/reading rooms. **Legal Authority:** The Act establishing each institution. **Types of Information Maintained:** Name, address, business and residence telephone numbers, ID number, agency. **Uses:** Prepare statistical reports; planning purposes; circulation records. **Categories of Users:** Library/reading room staff.

**Categories of Individuals in Bank:** Users of library and/or audio-visual services. **Policies and Practices – Storage:** File cards. **Retrievability:** Name. **Access Controls:** Cards available to designated staff only. **Retention and Disposal:** Until all materials returned, then destroyed. **Official Responsible:** Official designated by the institution.

## Ombudsman/Human Rights Commission

**Location:** Personnel/Human Resources Branch, Legal Services Branch and officer designated responsible for contact with these agencies. **Legal Authority:** The Ombudsman Act, R.S.O. 1980, c.325; Ontario Human Rights Code, R.S.O. 1980, c.340. **Types of Information Maintained:** Name, address, date of birth, copy of individual's complaint, investigation and report. **Uses:** Document an individual's complaint; respond to the inquiry. **Categories of Users:** Managers, Legal Services Branch, deputy minister/chief executive officer. **Categories of Individuals in Bank:** Individuals registering a complaint under the Ombudsman Act or Human Rights Code and individuals about whom a complaint is made or who are involved in a complaint. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant. **Access Controls:** Locked cabinets with restricted access. **Retention and Disposal:** Variable. **Official Responsible:** Official designated by the institution.

## Workers' Compensation

**Location:** Occupational Health and Safety Section. **Legal Authority:** R.R.O. 1980, Reg. 881, s.67; Workers' Compensation Act, R.S.O. 1980, c.539, s.20, s.21 and s.121; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number and details of the injury/accident. **Uses:** Process claims made under the Workers' Compensation Act. **Categories of Users:** Workers' Compensation Board, personnel/human resources staff, health and safety committees. **Categories of Individuals in Bank:** Ontario public servants and Crown employees submitting an accident/claim report. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 50 years, then transferred to archives. **Official Responsible:** Claims Coordinator, Occupational Health and Safety Section, Personnel/Human Resources Branch.

## Personal Information Banks Common to Most Ministries and Affiliated Agencies

### Career Planning/Training

**Location:** Personnel/Human Resources Branch, Training Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Name, employee's career and employment goals, training and

development plans, nomination forms for educational programs, training certificates. **Uses:** Record employee's career objectives and participation in relevant training. **Categories of Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank. **Official Responsible:** Personnel/Human Resources Director, Training Director and/or line managers.

## Central Attendance Recording System (CARS)

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.7(1). **Types of Information Maintained:** Name, record of work attendance. **Uses:** Record absences; provide statistical reporting on attendance. **Categories of Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, staff of Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Computer processing secured by Employee Benefits and Data Services Branch, Ministry of Government Services; input/output secured in Personnel/Human Resources or Finance Branches. **Retention and Disposal:** Variable up to two years, then destroyed or incorporated into General Employment History and Payroll Information bank. **Official Responsible:** Personnel/Human Resources or Finance Directors.

## Employment Application Inventory

**Location:** Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Types of Information Maintained:** Name, address, letters of application, resumés. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Personnel/human resources staff, line managers. **Categories of Individuals in Bank:** Applicants for provincial government jobs. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and/or skill base. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Personnel/Human Resources Director.

## Employment Equity Program

**Location:** Employment Equity Program offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, office location, telephone number, education, employment history, career goals. **Uses:** Monitor progress of the program to establish

equal opportunities for designated groups in the areas of training, promotions and career mobility. **Categories of Users:** Employment Equity staff, management and personnel/human resources staff. **Categories of Individuals in Bank:** Employees of the institution who are in groups designated under Employment Equity. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Access controlled by Employment Equity staff, files secured and treated as confidential. **Retention and Disposal:** Employment work period, then destroyed. **Official Responsible:** Senior Manager, Employment Equity Program.

## General Employment History and Payroll Information

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2,4); R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Types of Information Maintained:** Name, address, work history, payroll transactions and employee benefit options. **Uses:** Record employee's work history and payroll/benefit transactions. **Categories of Users:** Personnel/human resources and financial staff, managers, auditors, Human Resources Secretariat. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Secured in Personnel/Human Resources Branch or Finance Branch. **Retention and Disposal:** 50 years after termination, then destroyed; select files transferred to archives. **Official Responsible:** Personnel/Human Resources Director.

## Grievances and Applications

**Location:** Personnel/Human Resources Branch and/or Human Resources Secretariat. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.29; R.R.O. 1980, Reg. 881, s.36-57; Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.19, s.38(13) and s.39. **Types of Information Maintained:** Name, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Categories of Users:** Personnel/human resources staff, line managers, Human Resources Secretariat. **Categories of Individuals in Bank:** Ontario public servants and Crown employees submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Grievance number, type of grievance, employee name. **Access Controls:** Secured in Personnel/Human Resources Branch or by authorized custodian. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed. **Official Responsible:** Personnel/Human Resources Director and/or Director, Staff Relations, Human Resources Secretariat.

## Identity/Employee Card

**Location:** Finance/Administration Branch. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, office, office telephone number, card number, photograph. **Uses:** Regulate access to government property.

**Categories of Users:** Security staff. **Categories of Individuals in Bank:** Personnel issued an identification card. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or card number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Variable. **Official Responsible:** Official designated by the institution.

## Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

**Location:** Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Types of Information Maintained:** Name, date of birth, education, work history, pay level and other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports such as T-4s, pension contributions. **Categories of Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. Select information is available to the Ontario Public Service Employees Union, insurance companies and banks. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Computer processing secured by Employee Benefits and Data Services Branch, Ministry of Government Services; paper files secured in Personnel/Human Resources Branch or Finance Branch. **Retention and Disposal:** Variable up to 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Personnel/Human Resources or Finance Directors.

## Job Competitions

**Location:** Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Types of Information Maintained:** Name, address, application forms, job advertisement, screening and evaluation information and appointment of successful candidate. **Uses:** Document the hiring process; provide statistical data. **Categories of Users:** Personnel/human resources and Employment Equity staff, line managers, human rights officers, auditors. **Categories of Individuals in Bank:** Applicants for provincial government jobs. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Competition number or position title of vacancy. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Personnel/Human Resources Director.

## Litigation Files

**Location:** Legal Services Branch. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Types of Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information, claims, reports, legal opinions, legal decisions, settlements. **Uses:** Provide basis for litigation for and against the institution. **Categories of Users:**

Legal Services Branch staff, Crown Law Office-Civil staff, externally contracted legal advisors, institution's insurers, individuals involved in litigation. **Categories of Individuals in Bank:** Individuals involved in litigation against or with the institution. **Policies and Practices – Storage:** Paper, computer, microfiche, microfilm. **Retrievability:** Name, file number. **Access Controls:** Locked room or cabinet. **Retention and Disposal:** Variable. **Official Responsible:** Director, Legal Services Branch.

## Medical Information (Personnel)

**Location:** Personnel/Human Resources Branch. **Legal Authority:** R.R.O. 1980, Reg. 881, s.67(1-4), s.68(1-3), s.81(1-5), s.99(1-2); Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, health records, reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Categories of Users:** Personnel/human resources staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank. **Official Responsible:** Personnel/Human Resources Director.

## Performance Management

**Location:** Personnel/Human Resource Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Types of Information Maintained:** Name, performance contract, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Categories of Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Categories of Individuals in Bank:** Ontario public servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Secured in Personnel/Human Resources Branch and/or line manager's office. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank. **Official Responsible:** Personnel/Human Resources Director and/or line managers.

## Travel Expense Accounts

**Location:** Financial Services Section. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, work mailing address, advance account, date of last expense account. **Uses:** Record advance account and expenditure totals. **Categories of Users:** Accounts Section staff. **Categories of Individuals in Bank:** Ontario Public Servants and Crown employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, access code. **Access Controls:** Computer password; paper files restricted to designated employees. **Retention and Disposal:** Until fiscal year end when an employee's advance account is balanced, then destroyed. **Official Responsible:** Official designated by the institution.



# Personal Information Banks Common to Most Colleges of Applied Arts and Technology

## Board of Governors Membership

**Location:** President's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience, biographical information. **Uses:** Maintain a record of past and present board members; maintain contact with former members for alumni and fundraising activities. **Categories of Users:** Board of Governors, President's Office staff. **Categories of Individuals in Bank:** Board of Governors members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure office. **Retention and Disposal:** Permanent. **Official Responsible:** Secretary to the Board of Governors.

## Co-op, Work Term, Final Job Placements

**Location:** Co-op or Placement Office. Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Types of Information Maintained:** Name, address, student number, employer name and address, job description. **Uses:** Record student participation in co-op and work term programs; assess student performance; record students placed in jobs through placement office programs. **Categories of Users:** Co-op and placement office staff, co-op coordinators, academic staff involved in co-op program, registered employers. **Categories of Individuals in Bank:** Students, employers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Secure office, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Day Care Registrants

**Location:** Day Care Centre. **Legal Authority:** Day Nurses Act, R.S.O. 1980, c.111. **Types of Information Maintained:** Name, date of birth, address, telephone, parent name and business telephone, OHIP number, doctor's name and address, child's medical history and immunization record, permission forms (video and photographic records of child, administration of medication, participation on excursions), child's schedule and behaviour patterns. **Uses:** Document registration, activities and development of child in day care program; facilitate daily and emergency care. **Categories of Users:** Day care center staff, emergency medical personnel and specialists. **Categories of Individuals in Banks:** Children registered in Day Care Center. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure office. **Retention and Disposal:** Two years after discharge, then destroyed. **Official Responsible:** Supervisor, Day Care Centre.

## Dental Clinic Patients

**Location:** Dental Clinic. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Health Disciplines Act, R.S.O. 1980, c.196. **Types of Information Maintained:** Name, address, dental charts, patient records and X-rays. **Uses:** Treatment of clinic clients; maintain a record of treatment performed. **Categories of Users:** Clinic staff. **Categories of Individuals in Bank:** Patients. **Policies and Practices – Storage:** Paper, X-rays, microfilm. **Retrievability:** Name. **Access Controls:** Secure location, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Employee Personnel, Payroll and Benefits Records

**Location:** Personnel/Human Resources Office, Payroll Office, and/or local managers' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, address, telephone, date of birth, sex, marital status and dependent information, citizenship, Social Insurance Number, education, work history, attendance and leave records, performance evaluations, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments. **Uses:** Document employee work history and benefits information; administer payroll and benefits package; provide the Ministry of Colleges and Universities with statistical reports. **Categories of Users:** Personnel/Human Resource staff, Finance Division and Payroll Office staff. **Categories of Individuals in Bank:** College employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Secure office, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Personnel/Human Resources.

## FUTURES Program Applicants and Participants

**Location:** FUTURES Office. **Legal Authority:** Order in Council 701/85. **Types of Information Maintained:** Name, address, sex, date of birth, racial heritage, mother tongue, Social Insurance Number, telephone, identification number, educational history, employment history, source of income, referrals to/from other agencies, test results, and employment placement and performance assessment records. **Uses:** Administer the FUTURES program; provide program statistics to the Ministry of Skills Development; generate management reports. **Categories of Users:** FUTURES program managers, placement officers, counsellors, academic staff involved in pre-employment preparation programs. **Categories of Individuals in Bank:** Youths who apply to or are enrolled in the FUTURES Program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, identification number. **Access Controls:** Secure location, computer passwords. **Retention and Disposal:** Variable up to eight years, then destroyed. **Official Responsible:** Manager, FUTURES Office.

## Graduate and Alumni Records

**Location:** Alumni Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, sex, date of birth, telephone, parent name and address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status and description. **Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities. **Categories of Users:** Alumni Office staff, senior college staff. **Categories of Individuals in Bank:** Graduates and alumni. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Manager/Coordinator, Alumni Office.

## Health and Medical Records

**Location:** Health Centre or division offering health sciences programs. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Health Disciplines Act, R.S.O. 1980, c.196. **Types of Information Maintained:** Name, address, telephone, OHIP number, record of physical examination, medical history, chest x-ray and immunization record (for health sciences students). **Uses:** Ensure health sciences students meet minimum health requirements for admission to clinical facility; record treatment of individuals using health center services. **Categories of Users:** Health Centre staff, health sciences program staff. **Categories of Individuals in Bank:** Students enrolled in health sciences programs, employees and students using health center services. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure location, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Health Centre, or official designated by college.

## Innovation Centre Clients, Registrants and Users

**Location:** Innovation Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, address, telephone, product or business information, patent information, drawings. **Uses:** Maintain a record of clients; register project, product, or business idea; provide statistical and other reports to the Ministry of Industry, Trade and Technology; maintain contact and communications with clients. **Categories of Users:** Innovation Centre staff. **Categories of Individuals in Bank:** Clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, project number. **Access Controls:** Locked cabinets, secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Innovation Centre.

## Job Competitions and Applications

**Location:** Personnel/Human Resources Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information**

**Maintained:** Letters of application, resumes, competition documentation. **Uses:** Administer competitions and hirings. **Categories of Users:** Personnel/Human Resources staff, management staff. **Categories of Individuals in Bank:** Persons seeking employment. **Policies and Practices – Storage:** Paper. **Retrievability:** Competition number. **Access Control:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Personnel/Human Resources.

## Ontario Basic Skills Program Trainees

**Location:** Ontario Basic Skills Office. **Legal Authority:** Order in Council 701/85. **Types of Information Maintained:** Name, trainee number, functional and academic level test results, academic and skills status assessment, training plan, evaluations, employment status upon leaving program, and Special Support Allowances application form which includes sex, date of birth, address, family status, source of income, and allowance eligibility assessment information. **Uses:** Administer the Ontario Basic Skills Program; provide program statistics to Ministry of Skills Development. **Categories of Users:** Ontario Basic Skills Program staff, academic faculty assigned to Ontario Basic Skills Program, Ministry of Skills Development (for program audit and Special Support Allowances program administration). **Categories of Individuals in Bank:** Program participants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, identification number. **Access Controls:** Secure location, computer passwords. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager/Coordinator, Ontario Basic Skills Office.

## Ontario Training Incentive Program Trainees

**Location:** Ontario Skills Development Office. **Legal Authority:** Order in Council 701/85. **Types of Information Maintained:** Name, address, sex, Social Insurance Number, education, employment status, occupation, OTIP subsidy participation agreement and claim forms, apprenticeship cards, and employer information. **Uses:** Determine eligibility for and entitlement to OTIP subsidy; administer OTIP program. **Categories of Users:** Training Support Services Branch (Ministry of Skills Development), Ontario Skills Development Office training consultants. **Categories of Individuals in Bank:** Individuals in designated occupations who apply for OTIP subsidy, employers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, agreement number. **Access Controls:** Secure office. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Ontario Skills Development Office.

## Ontario Student Assistance Program

**Location:** Financial Aid Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. **Categories of Users:** Financial Aid Office staff, the Ministry of Colleges

and Universities. **Categories of Individuals in Bank:** Students seeking financial assistance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Secure location, locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Financial Aid Office.

## Professional Development

**Location:** Personnel/Human Resources Office, Staff Development Office, academic divisions, and/or local managers' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, classification, department, school, nature and duration of leave or other development program. **Uses:** Determine eligibility for professional development programs or leave. **Categories of Users:** Personnel/Human Resources staff, management staff. **Categories of Individuals in Bank:** Staff seeking professional development leave. **Policies and Practice – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Scholarships and Awards

**Location:** Financial Aid Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, address, date of birth, student number, course/program information, scholarship/award criteria, evaluations. **Uses:** Determine eligibility for scholarship, bursary, fellowship, or award; publicize college awards and scholarships. **Categories of Users:** Financial Aid Office staff, Registrar's staff, academic/program staff, sponsor. **Categories of Individuals in Bank:** Students applying, nominated for or receiving award/scholarship. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, student name, scholarship/award name. **Access Controls:** Secure location. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Student Appeals (disciplinary, administrative, academic)

**Location:** Organization placement varies among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, student number, program/year, appeal documentation. **Uses:** Document student appeal process. **Categories of Users:** Senior staff hearing appeals. **Categories of Individuals in Bank:** Students with appeals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure location. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Student Applications

**Location:** Registrar's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. **Types of Information Maintained:**

Name, date of birth, citizenship, address, telephone, marital status, secondary school/prior educational history, functional level test results, college/programs applied for. **Uses:** Determine eligibility for admission; document the admissions process. **Categories of Users:** Registrar's staff, academic staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Secure office, computer passwords. **Retention and Disposal:** Applicants not admitted – one year, then destroyed; applicants admitted – incorporated into Student Registration and Academic History bank. **Official Responsible:** Registrar.

## Student Athletics and Fitness Programs

**Location:** Athletics Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, address, student number, sports participation, general medical history, name of contact in case of emergency. **Uses:** Record student participation in organized sports and fitness programs; plan fitness/athletic programs; notification in case of emergency. **Categories of Users:** Athletic Centre staff, physical education staff. **Categories of Individuals in Bank:** Students participating in organized sports and fitness programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Student Counselling

**Location:** Counselling Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, student number, referrals, record of counselling. **Uses:** Assessing and referring students in need of counselling. **Categories of Users:** Counselling staff. **Categories of Individuals in Bank:** Students seeking counselling. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure location, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by the college.

## Student Registration and Academic History

**Location:** Registrar's Office, Academic Divisions, and/or local instructors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, date of birth, address, student number, fees paid, co-op participation, cumulative academic record, achievements and awards, transcripts. **Uses:** Maintain a record of student registration and academic history; verify academic achievement; provide the Ministry of Colleges and Universities with statistical reports. **Categories of Users:** Registrar's staff, academic division/program/course staff. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Name, student number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** 70 years after retirement or program completion, then destroyed. **Official Responsible:** Registrar.

## Teacher Workload Records (Standard Workload Form)

**Location:** Personnel/Human Resources office and/or academic divisions. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, department, period covered, workload information. **Uses:** Ensure that teacher workload adheres to the provisions of the collective agreement. **Categories of Users:** Management staff, teachers. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by the college.

## Tests, Examinations and Assessments

**Location:** Academic divisions and/or instructors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name and/or student number, completed tests/examinations, marks. **Uses:** Assess academic standing and progress; document the testing and examination process. **Categories of Users:** Teaching staff. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, program, course. **Access Controls:** Secure location. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.

## Vocational Testing and Counselling

**Location:** Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, student number, assessments, referrals. **Uses:** Assist student in determining vocation/profession; assist in admissions of mature students. **Categories of Users:** Vocational counselling staff. **Categories of Individuals in Bank:** Students seeking vocational counselling. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Official designated by college.





III  
Personal  
Information Banks  
of Institutions

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# Ministry of Agriculture and Food

## Head

Minister of Agriculture and Food  
11th Floor, 801 Bay Street  
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M7A 1A3  
Telephone: (416) 965-1041

## Mandate

To encourage an efficient and competitive agriculture and food sector in Ontario by delivering effective programs and services to those who grow, process and market food.

## Organization

The ministry is organized in five divisions: Advisory and Technical Services; Education and Research; Finance and Administration; Marketing; and Quality and Standards. In addition, three branches report directly to the deputy minister: Communications; Economics and Policy Coordination; and Legal Services.

The ministry's head office is in Toronto. The administration of five branches, the colleges and research stations is conducted from the Guelph Agriculture Centre. There are also 54 county and district offices throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

## Divisions

### Advisory and Technical Services Division

Counsels and advises farmers and producer organizations on management practices and provides laboratory and technical services essential to the business of farming. Division includes the following branches: Agricultural Representatives; Animal Industry; Plant Industry; Agricultural Laboratory Services; Veterinary Laboratory Services; and Soil and Water Management.

### Personal Information Banks

Contain information about individuals applying for financial assistance or a license to operate facilities, or who have submitted specimens to a ministry laboratory for analysis.

### Agricultural Tile Drainage Loan Applicants

**Location:** Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Tile Drainage Act, R.S.O. 1980, c.500, s.4. **Types of**

**Information Maintained:** Name, address, contract number, details of loan agreement. **Uses:** Establish eligibility for loan. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Owners of agricultural land. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or contract number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Drainage and Water Management, Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3550.

### Agricultural Tile Drainage Installation Act – Licences

**Location:** Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Agricultural Tile Drainage Installation Act, R.S.O. 1980, c.15, s.2. **Types of Information Maintained:** Name, address, business name, license class, machinery operated by tile contracting businesses. **Uses:** Establish eligibility for licenses. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Tile drainage contractors, operators of tile drainage machines. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Drainage and Water Management, Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3550.

### Animals for Research Act

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Animals for Research Act, R.S.O. 1980, c.22; R.R.O. 1980, Regulations 16, 17, 18 and 19. **Types of Information Maintained:** Name, address, telephone number, operator's name. **Uses:** Regulate pounds, animal supply facilities and animal research facilities. **Categories of Users:** Operator, ministry animal care/regulatory program staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility, name. **Access Controls:** Retained on secure floor, locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3112.

### Artificial Insemination Act

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Artificial Insemination Act, R.S.O. 1980, c.29; R.R.O. 1980, Regulation 66. **Types of Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate artificial insemination business to ensure sale of quality semen. **Categories of Users:** Ministry animal care/regulatory program staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility, name. **Access Controls:** Retained on secure floor, locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3112.



## Bull Test Program

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 1806/70, 2056/73, 712/74, 2549/74, 1585/79, 1722/80. **Types of Information Maintained:** Name, address, telephone number, bull identification and performance information, enrolment number. **Uses:** Report performance record to bull owner. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Enrolment number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Farmer Consultation Records

**Location:** County and district field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, names of family members, acres owned, acres rented, crops and livestock produced, value of assets and liabilities, net worth, farming objectives and personal goals, net income history and suggested procedures for obtaining the desired objectives. May also include soil test reports, feed analysis reports and business analysis reports. **Uses:** Provide farm management and estate planning advisory services. **Categories of Users:** Agricultural representative, advisory personnel in field office. **Categories of Individuals in Bank:** Farmers requesting advice. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor, locked cabinets. **Retention and Disposal:** Until farmer retires, then destroyed. **Official Responsible:** Agricultural representative in appropriate field office. See Government of Ontario Telephone Directory for addresses.

## Fur Farm Licences

**Location:** Veterinary Laboratory Services Branch, Guelph Agriculture Centre, P.O. Box 1030, Guelph. **Legal Authority:** Fur Farms Act, R.S.O. 1980, c.181. **Types of Information Maintained:** Name, address, farm location, ownership information, number and species of animal kept. **Uses:** Identify and locate licensees. **Categories of Users:** Branch administrative staff, program specialist, inspectors. **Categories of Individuals in Bank:** Fur farmers. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Branch Director, Veterinary Laboratory Services Branch, Guelph Agriculture Centre, P.O. Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3116.

## Land Stewardship Program

**Location:** Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 2035/87. **Types of Information Maintained:** Name, address, telephone number, enrolment number, grant request date, project data, payment data.

**Uses:** Determine eligibility for and amount of grant.

**Categories of Users:** Program and branch administrative staff. **Categories of Individuals in Bank:** Applicants.

**Policies and Practices – Storage:** Computer.

**Retrievability:** Name, address or telephone number.

**Access Controls:** Computer password. **Retention and**

**Disposal:** Not determined. **Official Responsible:** Program Manager, Soil Management Programs, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3554.

## Leaf Analysis

**Location:** Horticulture Research Institute of Ontario (HRIO), Vineland Station. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Grower name, address, telephone number, characteristics of sample, management practices, test results, recommendation. **Uses:** Record results of tests performed on leaf samples submitted for analysis; make recommendations. **Categories of Users:** HRIO analyst, advisory personnel. **Categories of Individuals in Bank:** Growers submitting samples for analysis. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, grower number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Horticulture Research Institute of Ontario, Vineland Station, Ontario, L0R 2E0, telephone: (416) 562-4141.

## Live Stock Medicines Act

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Live Stock Medicines Act, R.S.O. 1980, c.248; R.R.O. 1980, Regulation 587. **Types of Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate sale of some live stock medicines. **Categories of Users:** Ministry animal care/regulatory program staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and operator. **Access Controls:** Retained on secure floor, locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3112.

## Ontario Asparagus Production Incentive Program

**Location:** Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 1843/81. Program ended March 31, 1988. **Types of Information Maintained:** Name, address, number of acres planted, number of acres approved, amount of grant approved and paid, crop inspection reports. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Inspectors, program administrators. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and county. **Access Controls:** Retained on secure floor. **Retention and Disposal:** To be determined. **Official Responsible:** Director, Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3172.

## Ontario Clingstone Peach Tree Planting Assistance Program

**Location:** Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 1581/85. **Types of Information Maintained:** Name, address, number of trees planted by variety, amount of grant approved and paid. **Uses:** Determine eligibility for grant; catalogue accumulated expenditures. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and county. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager (Horticulture), Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3192.

## Ontario Farm Management Analysis Project

**Location:** Agricultural Representatives Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Agricultural Representatives Act, R.S.O. 1980, c.12, s.2. **Types of Information Maintained:** Name, address, acres farmed, business analysis report, value of assets and liabilities, production levels, performance factors. **Uses:** Summarize, analyze and compare farm business results for farm management and business improvement. **Categories of Users:** Branch advisory staff and farm management record systems analyst. **Categories of Individuals in Bank:** Producers who submit records for analysis. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address. **Access Controls:** Locked cabinet, computer key and password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Agricultural Representatives Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3151.

## Ontario Greenhouse Energy Efficiency Incentive Program

**Location:** Energy Centre, Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 557/83 and 1980/85. **Types of Information Maintained:** Name, address, gross income, cost of project, eligible costs, amount of grant approved and paid. **Uses:** Determine eligibility for and amount of grant; record accumulation of grants paid up to the maximum allowed. **Categories of Users:** Program administrators, inspectors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or registration number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Manager, Energy Centre, Plant Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3180.

## Ontario Hatchery Supply Flock Policy – Applications and Registrations

**Location:** Guelph Laboratory, Room 213, Box 3612, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Orders in Council 5097/72 and 1899/72. **Types of Information Maintained:** Name,

address, type of poultry, numbers, dates of placement, testing requirements and requests. **Uses:** Identify flock placements by hatcheries; estimate workload of Ontario Hatchery and Supply Flock Policy staff. **Categories of Users:** Laboratory administrative staff, inspectors. **Categories of Individuals in Bank:** Hatchery operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Ontario Hatchery and Supply Flock Policy, Guelph Laboratory, Room 213, Box 3612, Guelph, Ontario, N1H 6R8, telephone: (519) 823-8800, ext. 4523.

## Ontario Pork Industry Improvement Plan

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 1707/86, 243/87, 891/87, 2385/87. **Types of Information Maintained:** Name, address, telephone number, enrolment number, livestock data, payment data. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or enrolment number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Ontario Pork Industry Improvement Plan, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP)

**Location:** Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 680/83 and 167/86. **Types of Information Maintained:** Name, enrolment number, address, telephone number, grant request date, project data, payment data. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Program staff, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address or telephone number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Soil Conservation and Environmental Protection, Soil and Water Management Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3554.

## Ontario Swine Herd Health Policy

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 2341/82. **Types of Information Maintained:** Name, address, telephone number, herd health data. **Uses:** Determine herd health status. **Categories of Users:** Ministry/health consultants, pork producers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Pest Injury Data

**Location:** Pest Diagnostic and Advisory Clinic, Environmental Biology, University of Guelph, Graham Hall, Guelph.

**Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:**

Name, address, description of problem, laboratory findings, recommendations. **Uses:** Identify insects, weeds, plant diseases; recommend control measures. **Categories of Users:** Clinic administrative staff, program specialists.

**Categories of Individuals in Bank:** General public submitting relevant specimens for analysis. **Policies and Practices – Storage:** Paper, computer. **Retrievability:**

Name or specimen number. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined.

**Official Responsible:** Clinic Manager, Pest Diagnostic and Advisory Clinic, Environmental Biology, University of Guelph, Graham Hall, Guelph, Ontario, N1G 2W1, telephone: (519) 823-8800.

## Pesticide Residue Data

**Location:** Provincial Pesticide Residue Testing Laboratory, University of Guelph, Building #43, McGilvray Street, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information**

**Maintained:** Name, address, telephone number, age, sex, medical history, occupation, farming practices. **Uses:** Monitor, survey, and research the effects of pesticide residue in agriculture and the environment. **Categories of Users:**

Laboratory administrative staff, program specialists, plant and animal extension staff. **Categories of Individuals in Bank:** General public, farming community. **Policies and Practices – Storage:** Computer, paper. **Retrievability:**

Name, submission date, sample type. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:**

Director, Agricultural Laboratory Services Branch, University of Guelph, Building #43, McGilvray Street, Guelph, Ontario, N1G 2W1, telephone: (519) 823-8800.

## Ram Test Program

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 1019/83. **Types of Information Maintained:** Name,

address, telephone number, ram identification and performance information, record of performance number. **Uses:**

Report performance record to ram owners. **Categories of Users:** Program staff. **Categories of Individuals in Bank:**

Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Animal identification tattoo and year tested.

**Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Red Meat Plan

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 2704/84, 2705/84 and 2706/84. **Types of Information Maintained:** Name, enrolment number, address, telephone number, livestock data, payment data.

**Uses:** Determine eligibility for and amount of grant.

**Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:**

Paper, computer. **Retrievability:** Name or enrolment number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Complete retention to date. **Official Responsible:** Manager, Red Meat Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Riding Horse Establishments Act

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Riding Horse Establishments Act, R.S.O. 1980, c.455; R.R.O. 1980,

Regulation 905. **Types of Information Maintained:** Name, address, telephone number, operator. **Uses:** Regulate riding horse establishments. **Categories of Users:** Ministry animal care/regulatory staff. **Categories of Individuals in Bank:**

Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and operator. **Access Controls:** Retained on secure floor, locked cabinets.

**Retention and Disposal:** Five years plus current, then transferred to archives. **Official Responsible:** Director, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3112.

## Sheep Record of Performance Program

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Order in Council 1019/83. **Types of Information Maintained:** Name,

address, telephone number, animal identification and performance information, record of performance number. **Uses:**

Report performance record to sheep owners. **Categories of Users:** Program staff. **Categories of Individuals in Bank:**

Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Record of performance number. **Access Controls:** Locked cabinets, computer password.

**Retention and Disposal:** Three years at source, then transferred to archives. **Official Responsible:** Program Manager, Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Soil, Leaf and Feed Nutrient Data

**Location:** Agri-Food Laboratories, Ministry of Agriculture and Food, Unit 1, 503 Imperial Road, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O.

1980, c.270, s.5. **Types of Information Maintained:** Name, address, telephone number, cropping practice, livestock

feeding practices. **Uses:** Make soil fertilizer and feed diet recommendations. **Categories of Users:** Administrative

staff, program specialists. **Categories of Individuals in Bank:** Farming community, home gardeners. **Policies and Practices – Storage:** Computer. **Retrievability:** Name,

address or telephone number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined.

**Official Responsible:** Director, Agricultural Laboratory Services Branch, Ministry of Agriculture and Food, c/o University of Guelph, Building #43, McGilvray Street, Guelph, Ontario, N1H 2W1, telephone: (519) 823-8800.



## Swine Record of Performance Program

**Location:** Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Orders in Council 2293/78, 383/81. **Types of Information Maintained:** Name, address, telephone number, animal identification and performance information, record of performance number. **Uses:** Report performance record to swine owners. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Record of performance number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years at source, then transferred to archives. **Official Responsible:** Program Manager, Incentives and Performance Testing, Animal Industry Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 836-3560.

## Communications Branch

Provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities, and by preparing materials suited to various client needs.

## Personal Information Banks

None

## Economics and Policy Coordination Branch

Provides economic, statistical and policy analysis to all segments of the ministry and the industry, and is responsible for policy coordination within the ministry.

## Personal Information Banks

Contain names and addresses of fruit and vegetable growers. Used to perform surveys according to Statistics Canada regulations.

## Ontario Fruit and Vegetable Growers' List

**Location:** Economics and Policy Coordination Branch, 4th Floor, 801 Bay Street, Toronto. **Legal Authority:** Statistics Canada Act, S.C. 1970-71-72, c.15. **Types of Information Maintained:** Name, address, telephone number, specific fruits and vegetables produced. **Uses:** Select growers in specific sectors of agriculture to survey. **Categories of Users:** Branch statisticians, system specialist. **Categories of Individuals in Bank:** Commercial fruit and vegetable growers. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Until grower retires, then destroyed. **Official Responsible:** Head, Statistics and Surveys, Economics and Policy Coordination Branch, 4th Floor, 801 Bay Street, Toronto, Ontario, M7A 1B6, telephone: (416) 965-1064.

## Education and Research Division

Provides services to improve the quality of life and education level of the agricultural community, and initiates

research and development projects to improve the productivity and competitive position of farmers in Ontario. Division includes the Rural Organizations and Services Branch, Horticultural Research Institute of Ontario, the five colleges of agricultural technology, and the Ontario Agricultural Museum.

## Personal Information Banks

Contain information on individuals applying to agricultural programs in the colleges or community.

## Agricrew and Junior Agriculturalist Exchange Programs – Host Farmers

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, county, address, telephone number, rating as host farmer (for Junior Agriculturalist Program), year(s) involved. **Uses:** Decide eligibility for future involvement in program; record involvement. **Categories of Users:** Program managers and coordinators. **Categories of Individuals in Bank:** Farmers accepted into the program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained in secure building. **Retention and Disposal:** Two years, then destroyed; permanent card catalogue. **Official Responsible:** Manager, Rural Human Resources, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3524.

## Agricrew and Junior Agriculturalist Programs – Student Applications

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, age, Social Insurance Number, date of birth, weight, height, OHIP number, contact person, mother tongue, education, medical status, driver's license number, past employment. **Uses:** Decide eligibility to participate in program. **Categories of Users:** Program managers and coordinators. **Categories of Individuals in Bank:** Students applying for summer programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure building. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Rural Human Resources, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3524.

## Agricultural and Horticultural Organizations

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Agricultural and Horticultural Organizations Act, S.O. 1988; Corporation Informations Act, R.S.O. 1980, c.96. **Types of Information Maintained:** Current office addresses, names of current and former directors and officers, financial information and grant requests for active and inactive horticultural societies, agricultural societies and



organizations. **Uses:** Maintain corporate status under legislation; determine eligibility for grant programs. **Categories of Users:** Ministry administrative staff. **Categories of Individuals in Bank:** Directors and officers of societies and organizations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of society/organization. **Access Controls:** Retained in secure building. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3528.

#### Colleges of Agricultural Technology – Admissions

**Location:** Admissions office in each college of agriculture. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, age, sex, education, marks, disciplinary problems, medical background, names of parents, Ontario Student Assistance Program participants. **Uses:** Record academic standing; plan future academic programs. **Categories of Users:** College administrative staff. Teachers have access to their own students records. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Principal of appropriate college. See Government of Ontario Telephone Directory for addresses.

#### 4-H Members and Leaders

**Location:** County and district field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Members' names, addresses, telephone numbers, dates of birth, sex, parents' names, projects completed, awards received. Leaders' names, addresses, telephone numbers, projects led, awards received. **Uses:** Record 4-H members and leaders in each county/district; select awards/conference recipients; monitor 4-H enrolment; mailing list. **Categories of Users:** Rural organizations specialists, field office administrative staff. **Categories of Individuals in Bank:** Individuals enrolled as members or leaders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained in secure office, computer password. **Retention and Disposal:** Permanent in agriculture offices. **Official Responsible:** Rural organizations specialist in each field office. See Government of Ontario Telephone Directory for addresses.

#### Ontario Agricultural Exchange Program (OAEP) Foreign Exchange Workers to Ontario

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, country, education, driver's license number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history. **Uses:** Match applicants with host farmers in Ontario.

**Categories of Users:** Program coordinator. Select information to host farmer, insurance company, Canada Employment and Immigration Commission and Department of External Affairs. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure building. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Coordinator, or Manager, Rural Human Resources, Ontario Agricultural Exchange Program, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3520.

#### Ontario Agricultural Exchange Program (OAEP) Ontario Exchange Workers to Foreign Countries

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, education, driver's license number, age, sex, letters of reference, Social Insurance Number, marital status, passport number, languages spoken, employment history, country of application. **Uses:** Determine eligibility to participate in program. **Categories of Users:** Program coordinator, foreign equivalent, foreign host farmer, consulates of host countries and respective Canadian embassies. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure building. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Coordinator, OAEP, or Manager, Rural Human Resources, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3520.

#### Ontario Agricultural Exchange Program (OAEP) Ontario Host Farmers

**Location:** Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, county, farm location, type of enterprise, size of operation, family member names and ages, telephone number, evaluation as host farmer, number of employees. **Uses:** Determine eligibility to be host farmer; match host with exchange workers. **Categories of Users:** Program coordinator, foreign equivalent, insurance company, Canada Employment and Immigration Commission and Department of External Affairs, Canadian embassies in host countries. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure building. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Coordinator, OAEP, or Manager, Rural Human Resources, Rural Organizations and Services Branch, Guelph Agriculture Centre, Box 1030, Guelph, Ontario, N1H 6N1, telephone: (519) 767-3520.

### Finance and Administration Division

Ensures compliance with ministry and government financial, administrative and human-resource policies, and provides

financial planning, information management, human resources and audit services to all branches. Also responsible for preserving the agricultural land base; reducing the income fluctuations inherent in agricultural production; and assisting producers in responding to changing markets and demands through farm assistance programs. Division comprises seven branches: Audit; Crop Insurance and Stabilization; Farm Assistance Programs; Financial and Support Services; Foodland Preservation; Management Systems; and Human Resources.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain information on individuals applying for financial assistance, crop insurance, or to income stabilization programs, or who are appealing decisions made by the ministry. Two additional personal information banks on ministry employees are listed.

## Agri-North Project Proposals

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1470/84, 1545/84, 1897/85, 123/87 and 421/87. **Types of Information Maintained:** Name, address, application forms, claim forms, payment requisitions, project reports, correspondence. **Uses:** Evaluate application eligibility; check claims for eligible items; check reports against project proposals; create program status summaries. **Categories of Users:** Branch director, program manager, review committee, administrative staff. **Categories of Individuals in Bank:** Farmers or other applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 9657661.

## Agricultural Rehabilitation and Development Act (ARDA) – Federal-Provincial Projects

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Agricultural

Rehabilitation and Development Act, R.S.O. 1980, c.11, s.3. **Types of Information Maintained:** Name, address, application for lease, history of each project with terms and conditions for operational and audit purposes. **Uses:** Evaluate requests for lease renewal; process requests to purchase; resolve problems. **Categories of Users:** ARDA directorate, program administrative staff, branch director, Legal Branch. **Categories of Individuals in Bank:** Applicants for lease. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or property number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Land sales – seven years, then destroyed; land transfers to Ministry of Natural Resources – 20 years, then destroyed; federal/provincial agreements – 15 years, then transferred to archives. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

## Applicants to Ministry Programs – Central Registry

**Location:** Management Systems Branch, 7th Floor, 801 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5. **Types of Information Maintained:** Name, address, telephone number, record of applications to programs, enrolment numbers. **Uses:** Produce a database for new programs; cross-reference applicants between programs. **Categories of Users:** Staff responsible for administering various programs. **Categories of Individuals in Bank:** Applicants to ministry programs. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, address and enrolment number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Management Systems Branch, 7th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2218.

## Beginning Farmer Assistance Program (BFAP)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 2692/83, 3089/83, 217/84, 509/84 and 2037/87. **Types of Information Maintained:** Name, address, enrolment number, telephone number, correspondence. Field office files may also contain farm business analysis statements and other statements of recommendations for business and production management. **Uses:** Evaluate eligibility for program. **Categories of Users:** Program managers, coordinators, review committee, branch director, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Enrolment number, name. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2988.

## Commercial Disaster Relief Fund, 1985

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1916/85. **Types of Information Maintained:** Application forms, financial data, name, address, telephone number,

age, type of farm, enrolment number, amount of loans outstanding. **Uses:** Evaluate eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers applying for loans/grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, enrolment number. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Crop Insurance Contracts – Coverage and Disputes

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Crop Insurance Act, R.S.O. 1980, c.104, s.5. **Types of Information Maintained:** Contract number, name, address, telephone number, yields harvested, acres grown, agents' and adjusters' evaluations and comments, crop loss information, arbitration board decisions, coverage earned, correspondence to and from insureds. **Uses:** Decide on current coverage; pay claims. **Categories of Users:** Branch staff, area managers. Select information to agents, adjusters, commission members, arbitration board members. **Categories of Individuals in Bank:** Applicants for crop insurance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Contract number, name, telephone number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Paper retained seven years, then destroyed; permanent retention of computer files. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

#### Eastern Ontario Apple Tree Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2471/83 and 1467/84. **Types of Information Maintained:** Name, address, application forms, invoices, correspondence, payment requests. **Uses:** Reference only, program terminated. **Categories of Users:** Branch director, program manager. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

#### Farm Family Advisor Program – Client Referrals

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2710/85 and 821/87. **Types of Information Maintained:** Name, address, telephone number, referral form, advisory agreement, releases, financial information, final reports. **Uses:** Maintain information and forms for each referral to the program's board of directors. **Categories of Users:** Branch director, program manager, program coordinator, program's board of directors, senior branch staff. **Categories of Individuals in Bank:** Farmers in financial difficulty requesting and referred to an advisor. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, log

number. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 9657661.

#### Farm Income Stabilization Program

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Income Stabilization Act, R.S.O. 1980, c.153. **Types of Information Maintained:** Name, address, telephone number, stabilization number, Social Insurance Number, details of commodities applied for, field audit reports, correspondence, sales reports for commodities, commission decisions. **Uses:** Decide eligibility for stabilization programs. **Categories of Users:** Branch staff, adjusters. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, stabilization number, telephone number, Social Insurance Number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

#### Farmers in Transition Program (FIT)/Re-Establishment Assistance Files

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2983/85 and 2963/86. **Types of Information Maintained:** Name, address, telephone number, correspondence, financial statements, application forms, documents pertaining to wind-down of farm operation. **Uses:** Evaluate eligibility for a re-establishment grant, wage subsidy and job-search skills course. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers (in transition) applying for a re-establishment grant, wage subsidy and/or course. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

#### Grape Conversion Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1889/76 and 1002/76. **Types of Information Maintained:** Name, address, financial data, production information. **Uses:** Determine eligibility for the program. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.



### **Greenhouse Growers' Storm Damage Assistance Program**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 1685/78. **Types of Information Maintained:** Name, address, application form and production data. **Uses:** Evaluate eligibility for the program. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

### **Hailstorm Assistance Program**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 2470/85 (Essex) and 2469/85 (Timiskaming). **Types of Information Maintained:** Name, address, application forms, financial data, telephone number. **Uses:** Decide eligibility for grant assistance for damage caused by hailstorms in Essex County on May 30, 1985, and Timiskaming District on July 21, 1986. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Farmers affected by the above-mentioned hailstorms. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

### **Industrial Milk Production Incentive Program**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1834/72, 1658/73, 2337/74, 1805/76 and 2368/76. **Types of Information Maintained:** Name, address, application form, production data, and financial information. **Uses:** Record grants made under program. Bank no longer in use, awaiting transfer to archives. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

### **Internship Program for New Employees**

**Location:** Human Resources Branch, 9th floor, 801 Bay Street, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2, s.16(2). **Types of Information Maintained:** Background of program, original training plan, name, address, date of birth, education, work history. **Uses:** Resumes used in the staffing process. **Categories of Users:** Human resource advisors, managers and director, directors/managers of specific branches. **Categories of Individuals in Bank:** Candidates applying for internship programs. **Policies and**

**Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Human Resources Branch, 9th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7452.

### **Junior Farmer Loan Program**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Junior Farmer Establishment Loan Corporation Act, R.S.O. 1980, c.225. **Types of Information Maintained:** Name, address, telephone number, financial data, application forms, billing notices, general correspondence. **Uses:** Evaluate requests for partial discharge or assumption; reference original application; file billing notices. **Categories of Users:** Branch director, program manager, administrative staff and Legal Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Loan number, name. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Program Accountant, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

### **Non-Resident Agricultural Land Interests**

**Location:** Foodland Preservation Branch, 8th Floor, 801 Bay Street, Toronto. **Legal Authority:** Non-Resident Agricultural Land Act, R.S.O. 1980, c.318, s.2. **Types of Information Maintained:** Name, address, property location, shareholders, acreage. **Uses:** Maintain a register of non-resident agricultural land interests. **Categories of Users:** Branch director, inspectors and administrative staff. **Categories of Individuals in Bank:** Non-resident owners of agricultural land in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Registration number, location of property. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Foodland Preservation Branch, 8th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-9433.

### **Ontario Beef Calf Loan Program**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 80/81. **Types of Information Maintained:** Name, address, application form and financial data. **Uses:** Evaluate eligibility for the program. **Categories of Users:** Branch director, program manager, administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

### **Ontario Family Farm Interest Rate Reduction Program (OFFIRR)**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1915/85, 70/86, 2142/86, 2580/86, 3023/86 and 2036/87.



**Types of Information Maintained:** Name, address, telephone number, financial statements, income tax returns, correspondence. **Uses:** Evaluate eligibility for assistance; cross-reference with applications for other branch assistance programs; evaluate appeals. **Categories of Users:** Branch director, program management, appeal board members, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number or log number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

**Ontario Farm Adjustment Assistance Program (OFAAP)/  
Farm Operating Credit Assistance Program (FOCAP)/  
Operating Loan Guarantee Program (OLGP)**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Some information duplicated in field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 215/82 (originating), 585/82, 865/82, 218/83, 219/83, 3091/83, 3092/83, 3449/83, 3450/83, 1814/84, 511/85, 96/86 and 2827/87. **Types of Information Maintained:** Name, address, telephone number, age, applications, financial information, lender/case committee reports, assets and liabilities, farm type, size of farm, enrolment number. **Uses:** Evaluate eligibility for grants (interest reduction) and loan guarantees. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Farmers applying for grants and/or loan guarantees; farmers withdrawing applications. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number, telephone number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

**Ontario Farm-Start**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 2034/87 and 2870/87. **Types of Information Maintained:** Name, address, telephone number, enrolment number, education, work experience, personal and farm business balance sheet and correspondence. Field offices may maintain farm business analysis statements and other statements of recommendations for business and production management. **Uses:** Evaluate eligibility for program. **Categories of Users:** Program managers, coordinators, review committee, branch director and administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Enrolment number, name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2988.

**Ontario Farm Tax Rebate/Reduction Program**

**Location:** Farm Assistance Programs Branch, 9th Floor, 801 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food act, R.S.O. 1980, c.270, s.5; Orders in Council 1705/86 and 1982/87. **Types of Information Maintained:** Name, address, assessment role number, assessed value, tax amount, acreage, commodity, dwellings, citizenship, pensioner and tax payment status for properties assessed as farms. **Uses:** Determine eligibility for property tax rebates. **Categories of Users:** Authorized ministry staff, Farm Tax Rebate Appeal Board. **Categories of Individuals in Bank:** Owners of property assessed as farms in Ontario. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Property role number, assigned identification number, name, telephone number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 9th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 585-6565.

**Ontario Farm Tax Rebate/Reduction Program Appeal  
Files**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 1705/86 and 1982/87. **Types of Information Maintained:** Name, address, assessment role number, legal documents, correspondence, program payment history, tax invoices, notice of assessment, property information, assessment data confirmation. **Uses:** Evaluate appeals under the Farm Tax Rebate Program. **Categories of Users:** Branch director, program manager, secretary to the appeal board, members of the Farm Tax Rebate Program Appeal Board. **Categories of Individuals in Bank:** Individuals denied a farm tax rebate and appealing their cases. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Farm Tax Rebate Program appeal number, name. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-2404.

**Ontario Young Farmer Credit Program (OYFCP)**

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. Some information duplicated in field offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Orders in Council 1559/75 and 1950/75. **Types of Information Maintained:** Name, address, application form, financial information, correspondence, committee reports. **Uses:** Determine eligibility for the program; monitor progress of the farm operation. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Seasonal Housing Assistance Program

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Orders in Council 3568/75, 1264/81, 873/84, 967/87. **Types of Information Maintained:** Name, address, applications, financial data, invoices, receipts and blueprints. **Uses:** Evaluate eligibility for assistance. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Coordinator, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7661.

## Staff Training and Development

**Location:** Human Resources Branch, 801 Bay Street, 9th Floor, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Employee name, requests for staff development forms, authorization for staff development forms, nomination forms for educational programs, course/degree/diploma certificates, degrees and transcripts, requests/approvals for educational leaves of absence, agreements on conditions of accepting repayable awards, instructors' contracts. **Uses:** Record employees' training and development. **Categories of Users:** Human Resources director, manager and advisors, staff development specialist, payroll supervisor and payroll/accounts staff. **Categories of Individuals in Bank:** Ministry employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then transferred to archives. **Official Responsible:** Staff Development Specialist, Human Resources Branch, 801 Bay Street, 9th Floor, Toronto, Ontario, M7A 2B2, telephone: (416) 965-7452.

## Tornado Disaster Assistance Program (1979)

**Location:** Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 2446/79. **Types of Information Maintained:** Name, address, application form, financial data and production information. **Uses:** Determine eligibility for the program. **Categories of Users:** Branch director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Program Manager, Farm Assistance Programs Branch, 10th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 963-1272.

## Tripartite Income Stabilization Program (TRIP)

**Location:** Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto. **Legal Authority:** Federal/provincial agreement; Farm Income Stabilization Act, R.S.O. 1980, c.153, s.16. **Types of Information Maintained:** Name, address, enrolment number, livestock data, financial information, payments. **Uses:** Decide eligibility for programs.

**Categories of Users:** Branch personnel, adjustors.

**Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, enrolment number. **Access Controls:** Retained on secure floor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** General Manager, Crop Insurance and Stabilization Branch, 5th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1811.

## Legal Services Branch

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations and other legal documents; and supplies general legal services to the ministry.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

## Marketing Division

Responsible for expanding Ontario food and agricultural sales in export and domestic markets; providing support to the food processing industry; and supervising the marketing board structure through the Ontario Farm Products Marketing Commission. Division is comprised of three branches: Farm Products Marketing; Market Development; and Food Processing.

## Personal Information Banks

None

## Quality and Standards Division

Responsible for the application of quality assurance and financial protection programs of the ministry. Ensures the wholesomeness of food through regular inspections of farms and food-processing plants and laboratory analysis of food products. Quality assurance is maintained through the enforcement of grade standards. Division consists of three branches: Livestock Inspection; Dairy Inspection; and Fruit and Vegetable Inspection; and three units: Investigative; Financial Protection; and Administrative.

## Personal Information Banks

Contain information relating to license status and inspection reports on individuals and facilities involved in growing and processing agricultural products.

## Abandoned Orchards

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Abandoned Orchards Act, R.S.O. 1980, c.1. **Types of Information**

**Maintained:** Complainants' and defendants' names, addresses, telephone numbers, location of problem orchard, inspection reports, notices, request for hearings, hearing decision, affidavits. **Uses:** Determine whether or not a property is an abandoned orchard in order to take proper action to clean it up. **Categories of Users:** Provincial entomologist, program manager, director, supervisor, inspector. **Categories of Individuals in Bank:** Individuals submitting applications for action under the act and those named as landowners of the problem orchard. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant surname. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

### Bee Inspectors

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. **Legal Authority:** Bees Act, R.S.O. 1980, c.42. **Types of Information Maintained:** Name, inspector number, address, correspondence, payroll information, telephone number, Social Insurance Number. **Uses:** Conduct payroll; provide lists of bee inspectors; provide names to public as regional contacts. **Categories of Users:** Provincial apiarist, director, secretaries. Restricted access to beekeepers, Personnel and Accounts Branch. Public access to names, telephone numbers, addresses and territories of bee inspectors. **Categories of Individuals in Bank:** Individuals employed as bee inspectors by the ministry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Paper – name; computer – inspector number. **Access Controls:** Retained in secure building, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Avenue, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.

### Beef Cattle Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 367/82 under the Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4(1), s.5. **Types of Information Maintained:** Name, file reference, address, telephone number, license status, financial information (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of applicant for a livestock dealer's license. **Categories of Users:** Financial Protection Unit staff. License status is public information. **Categories of Individuals in Bank:** Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file reference number. **Access Controls:** Locked cabinets, three levels of access with computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Program Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-1341.

### Beef Cattle Financial Protection Program

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Live Stock and Live Stock Products Act, R.S.O. 1980, c.245; O. Reg. 367/82. **Types of Information Maintained:** Name, business name, address, telephone number, chairman's report, points for financial responsibility, amounts and type of security, hearing notice, results of hearing. **Uses:** Evaluate credentials for a license. **Categories of Users:** Director, program manager, Financial Protection Unit, administrator, branch administrative staff. **Categories of Individuals in Bank:** Livestock dealers applying for a license. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, record number, license number. **Access Controls:** Retained in secure offices, locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Regulatory Standards, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

### Beef Dealers – Volume of Cattle Purchases and Fees Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 368/82 under the Farm Products Payment Act, R.S.O. 1980, c.159, s.6(2), (3) and (4). **Types of Information Maintained:** Name, file reference, address, telephone number, status, number of head of beef cattle purchased each month, amount of fees submitted. **Uses:** Maintain a record of each applicant's volume of purchases and fees submitted; determine who has not paid their fees; produce statistical reports. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or file reference number. **Access Controls:** Locked cabinets, three levels of access with computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Income and Security Accountant, Financial Protection Unit, 2nd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-1343.

### Beekeepers

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. **Legal Authority:** R.R.O. 1980, c.81, s.1. **Types of Information Maintained:** Name, address, telephone number, number of hives, number of hive locations, name, address and telephone number for land owners of each hive location, records of inspection related to those locations. **Uses:** Provide bee inspectors with names of beekeepers and bee yard locations. **Categories of Users:** Provincial apiarist, provincial bee inspectors. Names and addresses provided to local beekeeping associations. **Categories of Individuals in Bank:** Known beekeepers in the province. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, beekeeper number. **Access Controls:** Retained in secure building, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Drive, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.



## Bees Fumidil-B Program

**Location:** Ministry of Agriculture and Food, 17 Wilson Drive, Milton. Sub-file held in Fruit and Vegetable Inspection Branch, 801 Bay Street, Toronto. **Legal Authority:** R.R.O. 1980, c.81, s.1. **Types of Information Maintained:** Name, address, telephone number, application form, invoices for Fumidil-B purchases, amount of assistance provided. **Uses:** Determine eligibility for and amount of assistance.

**Categories of Users:** Provincial apiarist and branch administrative staff. Name, location and amount of grant is public information. **Categories of Individuals in Bank:** Beekeepers applying to the Fumidil-B Assistance Program.

**Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure building.

**Retention and Disposal:** Not determined. **Official Responsible:** Provincial Apiarist, 17 Wilson Drive, Milton, Ontario, L9T 3J7, telephone: (416) 878-2314.

## Claims Against the Fund for Live Stock Producers

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** Farm Products Payments Act, R.S.O. 1980, c.159, as amended S.O. 1984, c.39; O. Reg. 368/82 and O. Reg. 525/82. **Types of Information Maintained:** Claimant's name, address, file reference telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of head, etc.), listing of correspondence, dates and results of board meetings, amount and cheque details. **Uses:** Maintain the details of claims made against the fund; produce statistical reports and calculations. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Producers applying for compensation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or claim file reference number. **Access Controls:** Locked cabinets, three levels of access with computer passwords, restricted to authorized Unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary to the Boards, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 965-0854.

## Claims Against the Grain Corn and/or Soyabean Funds

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** O. Reg. 651/84 and O. Reg. 652/84 under the Farm Products Payments Act, R.S.O. 1980, c.159, s.8(1). **Types of Information Maintained:** Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of bushels, etc.), listing of correspondence, dates and results of board meetings, payment details. **Uses:** Maintain the details of claims made against the fund; produce statistical reports and calculations. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Grain, corn and/or soyabean producers applying for compensation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or claim file reference number. **Access Controls:** Locked cabinets, three levels of access with computer passwords, restricted to authorized Unit staff. **Retention and Disposal:** To be determined. **Official Responsible:** Secretary to the Boards,

Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 965-0854.

## Controlled-Atmosphere Operator/Packer – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Order in Council 329/80, s.2. **Types of Information Maintained:** Applicant's name, business name, address, telephone number, name and address of partners, title of official if applicant is a corporation. **Uses:** Evaluate credentials for a licence.

**Categories of Users:** Director and branch administrative staff, program manager, district supervisors, inspectors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, licence number. **Access Controls:** Restricted to branch director. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

## Dairy Inspection – Certificate Holders

**Location:** Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.13(4). **Types of Information Maintained:** Name of certificate holder, address, employer, certificates held, inspection data. **Uses:** Monitor inspections; maintain and issue certificates. **Categories of Users:** Dairy Inspection Branch staff. **Categories of Individuals in Bank:** Graders and testers of dairy products. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained in secure office. **Retention and Disposal:** Computer records retention not determined; paper retained seven years, then destroyed. **Official Responsible:** Manager, Plant Section, Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-2411.

## Fresh Milk Sample Analysis

**Location:** Central Milk Testing Laboratory, 95 Stone Road West, Guelph. **Legal Authority:** Milk Act, R.S.O. 1980, c.266, s.4. **Types of Information Maintained:** Producer name, address, license number, transporter, driver, milk analysis. **Uses:** Supply composition test (fat) for payment to producer; supply quality tests. **Categories of Users:** Program staff, producers, Ontario Milk Marketing Board staff. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, license number. **Access Controls:** Retained in secure building, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Central Milk Testing Laboratory, 95 Stone Road West, Guelph, Ontario, N1G 2Z4, telephone: (519) 836-5121.

## Fresh Fruit and Vegetable Dealers – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.10. **Types of Information Maintained:** Applicant's name and address, business operating name, telephone number, names and



addresses of principals in unincorporated companies. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, branch administrative staff, program manager, district supervisors, inspectors. Select information to growers of fresh fruit and vegetables, and marketing boards. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and year. **Access Controls:** Retained in secure office. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Grading – Certificate Holders

**Location:** County and district offices. See Ontario Government Telephone Directory for addresses. **Legal Authority:** Farm Products Grades and Sale Act, R.S.O. 1980, c.157, s.5. **Types of Information Maintained:** Name and address of grower, processor or receiver, quantity delivered per load, quality and/or defects in sample, name of grader. **Uses:** Operational record of grading services performed which may be used in determining the price paid to grower. **Categories of Users:** Administrative staff, district supervisors, branch inspectors, ministry investigator, actual grower/receiver of each certificate. **Categories of Individuals in Bank:** Growers delivering products subject to grading by branch inspectors or graders. **Policies and Practices – Storage:** Paper. **Retrievability:** Processor/receiver, then name. **Access Controls:** Retained in secure office. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Inspection – Detentions and Releases

**Location:** Fruit and Vegetable Inspection Branch, Ontario Food Terminal, Room 319, 165 The Queensway, Toronto. Field offices maintain their own files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.7(3). **Types of Information Maintained:** Name and address of owner or person in possession, type of product, number of packages involved, markings re name and address of packer, reasons for detention/release. **Uses:** Operational record used to detain and release farm products; identify offenders; support evidence in legal proceedings. **Categories of Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Categories of Individuals in Bank:** Individuals whose products are detained under the Farm Products Grades and Sales Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure office. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, Ontario Food Terminal, Room 319, 165 The Queensway, Toronto, Ontario, M8Y 1H8, telephone: (416) 965-1058.

#### Fruit and Vegetable Inspection – Violations

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products

Grades and Sales Act, R.S.O. 1980, c.157, s.5. **Types of Information Maintained:** Name and address of violator of the Farm Products Grades and Sales Act, nature and details of offence, evidence, statements and staff reports. **Uses:** Identify offenders and record offences. **Categories of Users:** Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. **Categories of Individuals in Bank:** Violators of the Farm Products Grades and Sales Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure office. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Fruit and Vegetable Quality Improvement Program

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Order in Council 1708/86. **Types of Information Maintained:** Name, address, telephone number, application forms, acreage and crops produced, inspection reports, cancelled invoices, correspondence, cheques supporting gross annual farm income, project cost, names of owners of business, total project cost, status of existing facilities, amount of grant. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Retained in secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

#### Grain Dealers and Elevator Operators – Licensees

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Grain Elevator Storage Act, R.S.O. 1980, c.191; Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Types of Information Maintained:** Names, addresses, telephone numbers, storage inventories, physical facilities, business operations, financial statements, insurance documents, licensing records, infraction reports, inspection reports. **Uses:** Determine eligibility for grain dealer's licence and grain elevator storage operator's licence. **Categories of Users:** Branch director, program manager, inspectors, administrative staff. Licence status is public information. **Categories of Individuals in Bank:** Grain dealers, grain elevator operators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Paper – name/company name; computer – name, licence number. **Access Controls:** Retained in secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Grain, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

## Grain Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157; O. Reg. 653/84, s.4(1) and s.5. **Types of Information Maintained:** Name, file reference, address, telephone number, status, financial information for the last three periods (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date, volume of purchases, banking and business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for the grain dealer's licence. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Individuals engaged in the business of buying grain corn and soybeans from Ontario producers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** File reference number or name. **Access Controls:** Locked cabinets, three levels of access with computer passwords, restricted to authorized unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Grain Financial Officer, Financial Protection Unit, 875 Bay Street, Toronto, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 965-0874.

## Investigation Unit – Agricultural Investigation Files

**Location:** Office of Chief Investigator, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Abandoned Orchards Act, R.S.O. 1980, c.1, s.9; Dead Animal Disposal Act, R.S.O. 1980, c.112, s.17; Edible Oil Products Act, R.S.O. 1980, c.128, s.5; Farm Products Grades and Sales Act, R.S.O. 1980, c.157, s.23; Live Stock and Live Stock Products Act, R.S.O. 1980, c.245, s.4; Live Stock Community Sales Act, R.S.O. 1980, c.247, s.19; Meat Inspection Act, R.S.O. 1980, c.260, s.16; Milk Act, R.S.O. 1980, c.266, s.22; Oleomargarine Act, R.S.O. 1980, c.324, s.7; Criminal Code of Canada. **Types of Information Maintained:** Name, address, age information on suspected offenders, charges, convictions, breaches of government financial assistance programs and license regulations. **Uses:** Maintain information for current and future investigations. **Categories of Users:** Chief investigator and staff. **Categories of Individuals in Bank:** Persons or companies suspected of violating the acts and programs administered by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Investigator, 801 Bay Street, Toronto, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

## Livestock Community Sale Operators – Licence Applications

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Live Stock Community Sales Act, R.S.O. 1980, c.247, s.4; R.R.O. 1980, Reg. 586. **Types of Information Maintained:** Applicant's name, address, location, name of sale, name of insurance company for fire, policy number and amount, annual average gross return for sale, amount of security on deposit, inspection report (general health of livestock observed, condition of building, yard, water supply, scales and records). **Uses:** Evaluate credentials for a licence. **Categories of Users:**

Director, program manager and administrative staff. Licence status is public information. **Categories of Individuals in Bank:** Licensed community sales operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of community sale, licence number. **Access Controls:** Retained in secure office, locked cabinets. **Retention and Disposal:** Nine years, then destroyed. **Official Responsible:** Program Manager, Regulatory Standards, Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

## Meat Inspection – Provincial Slaughter Plants

**Location:** Livestock Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Six regional offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Meat Inspection Act, R.S.O. 1980, c.260; R.R.O. 1980, Reg. 607. **Types of Information Maintained:** Name, address, type of animal slaughtered, name of plant, plant number, license number, correspondence. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Director, program manager, branch administrative staff. **Categories of Individuals in Bank:** Provincial slaughter plant operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Retained in secure office, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Meat Inspection Section, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-5841.

## Nursery Stock Operators/Dealers – Licence Applications

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Plant Diseases Act, R.S.O. 1980, c.380, s.3. **Types of Information Maintained:** Applicant's name and address, business address, name of nursery, ownership of nursery including names of all partners, head office of nursery, locations of premises where plants are grown or offered for sale. **Uses:** Evaluate credentials for a licence; location of nurseries for disease control. **Categories of Users:** Director, branch administrative staff, program manager, branch inspectors, provincial entomologist. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained in secure office. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

## Ontario Storage and Packing Assistance Program (OSPAP)

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.4. **Types of Information Maintained:** Proposal and application forms, name, address, telephone number, gross annual farm income, names of owners of business, inspection reports, correspondence, existing facilities and packing equipment, crops and acreages produced, construction plans, invoices, cancelled

cheques, supporting project costs, total project costs, grant provided. **Uses:** Determine eligibility for and amount of grant. **Categories of Users:** Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. **Categories of Individuals in Bank:** Producers applying for OSPAP assistance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** OSPAP reference number; also cross-indexed by name on index card system. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

### Plant Disease Cases

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. Field offices maintain their own sub-files. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Plant Disease Act, R.S.O. 1980, c.380. **Types of Information Maintained:** Name of claimant, name of defendant, applications for inspection for diseases and insects, inspection reports, recommendations for cure of disease, correspondence. **Uses:** Enforce the regulations under the Plant Diseases Act. **Categories of Users:** Provincial entomologist, director, program manager, supervisor, inspector. **Categories of Individuals in Bank:** Persons submitting petitions for the establishment of a plant-disease control area and those named as the land-owners of the problem orchard or vegetable acreage. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant. **Access Controls:** Retained in secure office. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

### Processing – Potato Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980; O. Reg. 527/87. **Types of Information Maintained:** Name, file reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for a licence to purchase potatoes for processing. **Categories of Users:** Financial Protection Unit staff. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file reference number. **Access Controls:** Three levels of access with computer passwords, restricted to authorized Unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Program Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-1341.

### Processing Vegetable Dealers' Financial Information

**Location:** Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto. **Legal Authority:** Farm Products Marketing

Act, R.S.O. 1980, c.158; O. Reg. 108/86. **Types of Information Maintained:** Name, file reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. **Uses:** Produce statistical reports; analyse the financial position of an applicant for a licence to purchase vegetables for processing. **Categories of Users:** Financial Protection Unit staff. Licence status is public information. **Categories of Individuals in Bank:** Licence applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file reference number. **Access Controls:** Three levels of access with computer passwords, restricted to authorized Unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Program Officer, Financial Protection Unit, 3rd Floor, 875 Bay Street, Toronto, Ontario, M5S 1Z7, telephone: (416) 963-1341.

### Produce Arbitration Board

**Location:** Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Farm Products Grades and Sales Act, R.S.O. 1980, c.157. **Types of Information Maintained:** Name, address, telephone number of grower and dealer, notice of grower/dealer produce transaction dispute, related correspondence, supporting documents supplied by both parties, notice of hearing date, minutes of the hearing, award (decision by the Produce Arbitration Board). **Uses:** Settle produce transaction disputes between producers and dealers of fresh fruits and vegetables. **Categories of Users:** Program manager, director, supervisor, inspector. **Categories of Individuals in Bank:** Applicants submitting notices of dispute and other contracting party. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant surname. **Access Controls:** Retained in secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Program Manager, Fruit and Vegetable Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-1058.

### Producer Challenges to Raw Milk Test Results

**Location:** Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto. **Legal Authority:** Milk Act, R.S.O. 1980, c.266. **Types of Information Maintained:** Name, producer number, address, penalty levied, correspondence, record of appeal, decision of appeal. **Uses:** Record the outcome of producer challenges to raw milk test results. **Categories of Users:** Director, program manager, assistant program manager. **Categories of Individuals in Bank:** Producers challenging raw milk test results. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or producer number. **Access Controls:** Retained in secure office. **Retention and Disposal:** Paper retained seven years, then destroyed; computer record retention not determined. **Official Responsible:** Program Manager, Producer Challenges to Raw Milk Test Results, Dairy Inspection Branch, 6th Floor, 801 Bay Street, Toronto, Ontario, M7A 2B2, telephone: (416) 965-2411.



## Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

### Personal Information Banks

All personal information banks used by the following affiliated agencies are maintained by the ministry.

### Advisory Committees on Diploma Education

Act in an advisory capacity regarding diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

### Agricultural Health and Safety Implementation Committee

Established to review the recommendations of the Task Force on Health and Safety in Agriculture and to develop and recommend an implementation plan to the Ministries of Agriculture and Food and Labour.

### Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act; Animals for Research Act; Artificial Insemination of Live Stock Act; Dead Animal Disposal Act; Farm Products Grades and Sales Act; Grain Elevator Storage Act; Live Stock and Live Stock Products Act; Live Stock Community Sales Act; Live Stock Medicines Act; Meat Inspection Act; Plant Diseases Act; Provincial Auctioneers Act; and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

### Agricultural Rehabilitation and Development Directorate

Maintains projects undertaken jointly with the federal government under the Agricultural Rehabilitation and Development Act.

### Agricultural Research Institute of Ontario

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

### Beginning Farmer Assistance Program/Ontario Farm-Start Review Committee

Provides applicants denied assistance under the Beginning Farmer Assistance and Ontario Farm-Start Programs with an avenue of appeal.

### Cooperative Loans Board of Ontario

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

### Crop Insurance Commission of Ontario

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario; conducts surveys and research programs relating to crop insurance; and obtains statistics for commission use.

### Farm Income Stabilization Commission of Ontario

Administers the Farm Income Stabilization Act; provides for surveys and research relating to farm-income stabilization; and obtains statistics for commission use.

### Farm Products Appeal Tribunal

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a license review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act.

### Farm Tax Rebate Appeal Board

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Rebate Program.

### Grain Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program (Farm Products Payment Act, R.S.O. 1980; O. Reg. 651/84) to protect producers in the event a licensed dealer defaults on payment or a licensed grain elevator operator defaults on storage.

### Livestock Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.



## ***Livestock Medicines Advisory Board***

Reviews all legislation and regulations pertaining to livestock medicines; advises the minister on matters relating to the control and regulation of livestock medicines.

## ***Ontario Agricultural Museum Advisory Board***

Advises the minister on matters relating to the museum and is concerned with achieving the museum's mandate.

## ***Ontario Agricultural Museum Artifacts Valuation Committee***

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

## ***Ontario Crop Insurance Arbitration Board***

Hears appeals on claim disputes.

## ***Ontario Drainage Tribunal***

Provides a readily accessible forum for appeals under the Drainage Act; establishes rules of practice and procedure; deliberates on evidence of hearings and makes decisions independent of the ministry. The tribunal may recommend to the minister any changes in legislation that it considers advisable.

## ***Ontario Family Farm Interest Rate Reduction Appeal Board***

Provides farmers with an independent avenue of appeal when denied a grant under the Ontario Family Farm Interest Rate Reduction Program.

## ***Ontario Farm Family Advisor Program Board***

Nominates and selects advisors, reviews reports and advisors' performance and recommends actions to the ministry.

## ***Ontario Farm Machinery Board***

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

## ***Ontario Farm Products Marketing Commission***

Supervises 25 Ontario marketing boards to whom power and authority have been delegated under the Farm Products Marketing Act, facilitates cooperative relationships between producer groups and their related processing and distribution sectors and implements and administers the enabling legislation related to regulated marketing.

## ***Ontario Grain Corn Council***

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

## ***Ontario Junior Farmer Establishment Loan Corporation***

Ensures the repayment of outstanding loans of mortgagors, and repayment to the Treasurer of Ontario of any indebtedness.

## ***Ontario Pork Industry Improvement Plan Advisory Committee***

Monitors the progress of the Ontario Pork Industry Improvement Plan to ensure the needs of the swine industry are met and recommends program revisions to the minister.

## ***Potato Financial Protection Board***

Collects fees, administers the fund and approves claims made against the fund under the Processing Potato Financial Protection Program.

## ***Processing Vegetable Financial Protection Board***

Collects fees, administers the fund, and approves claims made against the fund.

## ***Produce Arbitration Board***

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

## ***Provincial Decision Committee***

Reviews, assesses and makes recommendations on client applications to the Operating Loan Guarantee Program.

## ***Red Meat Development and Coordinating Committee***

Monitors the progress of the Red Meat Plan to ensure the needs of the beef and sheep industries are met and recommends revisions to the minister.

## ***Wolf Damage Assessment Board***

Makes binding decisions in situations where the Livestock Commissioner feels there is insufficient evidence to conclude that wolves were responsible for any claim.

## **Access**

Freedom of Information and Privacy  
3rd Floor, 801 Bay Street  
Toronto, Ontario  
M7A 2B2  
Telephone: (416) 965-9789



A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

# Algonquin College of Applied Arts And Technology

## Head

Chairman, Board of Governors  
Algonquin College of Applied Arts and Technology  
1385 Woodroffe Avenue  
Nepean, Ontario  
K2G 1V8  
Telephone: (613) 727-7702

## Mandate

Algonquin College is responsible for providing quality programs to meet the non-university and employment-oriented educational needs, in English and French, of the adult residents of the counties of Prescott-Russell, Ottawa-Carleton, Lanark and Renfrew. When appropriate and possible, the college is accessible to students from the rest of the province, other provinces and other countries.

## Organization

The President, as the chief executive officer, reports to the Board of Governors. Three divisions report to the President – Academic, Continuing Education, and Finance and Administration – each headed by a Vice-President. The college is organized into academic schools under the Vice-President, Academic. While the Schools of Applied Arts, Business, Health Sciences and Technology and Trades, each headed by a Dean, offer mainly full-time programs in the metropolitan Ottawa area, the Schools of Renfrew County, Prescott/Russell and Lanark County, each headed by a Principal, are responsible for program delivery, both full-time and part-time, in the outlying areas. All part-time career and general interest courses in the Ottawa area are offered by the School of Continuing Education reporting to the Vice-President, Continuing Education.

## Divisions

### Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, oversees the operation of the college, establishes policies and evaluates college operations and effectiveness. The Board is assisted by standing committees and a number of program advisory committees.

### Personal Information Banks

None

## Office of the President

The President who is appointed by and responsible to the Board of Governors is the chief executive officer with full authority to manage operations and direct staff. The Human Resources, Student Services and the Marketing and Public Affairs functions report directly to the President.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Employee Personnel, Payroll and Benefits Records  
Health and Medical Records  
Job Competitions and Applications  
Library Users  
Ombudsman/Human Rights Commission  
Ontario Student Assistance Program  
Student Counselling  
Vocational Testing and Counselling  
Workers' Compensation

Also contain information about graduate students, students with special needs, and the student tutoring program.

### Graduate Student Questionnaires

**Location:** Placement Offices, 1385 Woodroffe Avenue, Nepean; 140 Main Street, Ottawa; 200 Lees Avenue, Ottawa.  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, post-graduate employment history. **Uses:** Compile statistical information for program evaluation; report to Ontario College Information System per Ministry of Colleges and Universities requirement. **Categories of Users:** Placement staff, academic departments, Planning staff. **Categories of Individuals in Bank:** All college graduates. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Program, location and division. **Access Controls:** Locked cabinets, computer password and access controls. **Retention and Disposal:** Three years after graduation of student, then destroyed. **Official Responsible:** Director, Placement Services, 1385 Woodroffe Avenue, Nepean, Ontario, K2G 1V8, telephone: (613) 727-7679.

### Special Needs Service Profiles

**Location:** Special Needs Coordinator's Office, Room C100B, 1385 Woodroffe Avenue, Nepean. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, date of birth, medical data, nature of disability, technical aids (assistive devices required), diagnostic treatment records. **Uses:** Assess special needs of students; prepare statistical reports. **Categories of Users:** College staff, Special Needs Educators in high schools. **Categories of Individuals in Bank:** Students with special needs – physical, learning, sensory, medical, psychiatric or developmental. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Special Needs Coordinator, 1385 Woodroffe Avenue, Nepean, Ontario, K2G 1V8, telephone: (613) 727-7677.

## Student Tutoring Records

**Location:** Counselling Offices, 1385 Woodroffe Avenue, Nepean; 140 Main Street Ottawa; 200 Lees Avenue, Ottawa.

**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:**

Name, address, telephone number for tutors and tutees, program, semester, subjects requiring tutoring, number of sessions, receipts for payment, paid by student/Financial Aid, faculty recommendation on tutor, subjects able to tutor. **Uses:** Maintain financial records for Students' Association and reports for Financial Aid; generate statistical reports.

**Categories of Users:** Counsellors, Financial Aid and Students' Association staff. **Categories of Individuals in Bank:** Student tutors and tutees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Counselling Services, 1385 Woodroffe Avenue, Nepean, Ontario, K2G 1V8, telephone: (613) 727-7614.

## Vice-President, Academic

The Vice-President, Academic is responsible for the development, operation, and evaluation of full-time academic programs, and liaison with various facilities, such as hospitals, day care centres, correctional institutions, where college students in several programs obtain clinical, practical and field experience. The division also is responsible for the operation of a dental clinic, a flower shop, a hair salon and a restaurant.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Dental Clinic Patients  
Student Appeals (disciplinary, administrative, academic)

## Vice-President, Continuing Education

The Vice-President, Continuing Education administers all the part-time general interest and career-oriented courses run by the college. In addition, the division is also responsible for administering the Ontario Skills Development Office, and Ontario Training Strategy and FUTURES programs. Several programs in accounting, real-estate, purchasing, insurance, etc., are also offered, which satisfy licensing and certification requirements of external professional bodies such as Society of Management Accountants and Ontario Real Estate Board.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees

## Vice-President, Finance and Administration

The Vice-President, Finance and Administration is responsible for all matters relating to the financial administration of the college, such as the departments of Physical Resources, Registrar, Ancillary Operations, Campus Services, Translation, Strategic Planning, Computer Services, Internal Audit, and other support activities.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Travel Expense Accounts

In addition, the following personal information bank is maintained.

## Staff Second Language Training Files

**Location:** Translation Department, 1385 Woodroffe Avenue, Nepean. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, evaluation, courses taken, results of tests. **Uses:** Administer and monitor second language training. **Categories of Users:** Coordinator, Second Language Training. **Categories of Individuals in Bank:** College staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Translation, 1385 Woodroffe Avenue, Nepean, Ontario, K2G 1V8, telephone: (613) 727-7632.

## Access

Freedom of Information and Privacy Coordinator  
Algonquin College of Applied Arts and Technology  
1385 Woodroffe Avenue  
Nepean, Ontario  
K2G 1V8  
Telephone: (613) 727-9400

A public reading room for the review of manuals and other information is open during regular office hours and some evenings in the Resource Centre on the second floor, C Block, 1385 Woodroffe Avenue, Nepean.



# Algonquin Forestry Authority

## Head

Chairman of the Board  
222 Main Street  
Huntsville, Ontario  
P0A 1K0  
Telephone: (705) 789-9647

## Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

## Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

## Personal Information Banks

Contain personal information with respect to employees of the authority.

### Personnel and Payroll

**Location:** Huntsville Office, 222 Main Street, Huntsville.  
**Legal Authority:** Algonquin Forestry Authority Act, R.S.O. 1980, c.18, s.6. **Types of Information Maintained:** Employee name, date of birth, education, work history, pay level, performance appraisal. **Uses:** Issue pay cheques and statistical reports (e.g., T-4 slips, pension contributions). **Categories of Users:** Authority management, personnel staff. **Categories of Individuals in Bank:** Crown employees of the authority. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or employee number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Treasurer, Algonquin Forestry Authority, 222 Main Street, Huntsville, Ontario, P0A 1K0, telephone: (705) 789-9647.

## Access

Freedom of Information Coordinator  
Algonquin Forestry Authority  
P.O. Box 1198  
222 Main Street  
Huntsville, Ontario  
P0A 1K0  
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

# Ministry of the Attorney General

## Head

Attorney General  
18th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-1664

## Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown; ensures the effective operation of the courts across the province; advises heads of departments and agencies of government in their legal matters; and advises the government and attends to all matters of a legislative nature.

## Organization

There are two commissions and four boards that report directly to the Attorney General, and seven divisions and 25 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court Offices and Crown Attorney Offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

## Divisions

### Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil law; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the government; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil; Legal Services Branches; Official Guardian; and Public Trustee.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Employment Application Inventory

Also contain information on children represented in court by the Official Guardian, the various representative capacities of the Public Trustee, litigation, and legal advisory services provided by the Crown Law Office-Civil.

### Child Representation (custody/access)

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.35 and s.102; *Parens Patriae* Jurisdiction of Supreme Court; O. Reg. 808/84, s.9a. **Types of Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors when Official Guardian is appointed as litigation guardian. **Categories of Users:** Official Guardian counsel, legal agents, secretaries. **Categories of Individuals in Bank:** Parents, minors subject to custody/access proceedings, minor parents in child protection and adoption proceedings, minors before administrative tribunals. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, names of parties to action. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Chief Administrative Officer, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-8774.

### Child Representation Programme (child protection)

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.34, s.36, s.38, s.64, s.105, s.106 and s.110. **Types of Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. **Uses:** Provide legal representation for minors. **Categories of Users:** Child Representation Programme lawyers, clerks. **Categories of Individuals in Bank:** Minors subject to proceedings under the Child and Family Services Act. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 19 years, then destroyed. **Official Responsible:** Chief Administrative Officer, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-8774.

### Civil Litigation, Estates Files

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.102; *Parens Patriae* Jurisdiction of Supreme Court. **Types of Information Maintained:** Name, address, telephone number, medical records, income statements and financial assets. **Uses:** Support the Official Guardian's role as litigation guardian in property matters on behalf of minors and mental incompetents not so found. **Categories of Users:** Official Guardian legal staff and agents. **Categories of Individuals in Bank:** Minors and mental incompetents requiring litigation assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Names of parties to action, name of estate or trust. **Access Controls:** Locked cabinet. **Retention and Disposal:** 20 years, then

destroyed. **Official Responsible:** Chief Administrative Officer, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-8774.

#### Client Files

**Location:** Public Trustee Office, 145 Queen Street West, Toronto. **Legal Authority:** Public Trustee Act, R.S.O. 1980, c.422. **Types of Information Maintained:** Name, address, telephone number, medical, psychological, financial and employment information (depending upon individual). **Uses:** Evaluate appropriate action by Public Trustee's Office in performing duties under the Public Trustee Act, court orders, or various enabling statutes. **Categories of Users:** Branch lawyers and administrative staff. **Categories of Individuals in Bank:** Persons for whom the Public Trustee is appointed as representative or whose assets are administered by the Public Trustee, shareholders in defunct corporations, and persons interested in charitable gifts. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name or file number. **Access Controls:** Locked room, computer passwords. **Retention and Disposal:** From one year to 100 years, then destroyed; select files to archives. **Official Responsible:** Public Trustee or Responsible Line Manager, 145 Queen Street West, Toronto, Ontario, M5H 2N8, telephone: (416) 362-1331.

#### Legal Advisory Files

**Location:** Crown Law Office-Civil, 18 King Street East, Toronto. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Types of Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide legal advice on matters concerning government to ministries and agencies. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons whose affairs may be the subject of legal advice requested from the Crown Law Office-Civil. **Policies and Practices – Storage:** Paper, microfilm, computer. **Retrievability:** Name, file number. **Access Controls:** Restricted access to office area, locked cabinets, computer password. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Director, Crown Law Office-Civil, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-4118.

#### Litigation Files

**Location:** Crown Law Office-Civil, 18 King Street East, Toronto. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.271, s.5. **Types of Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information. **Uses:** Provide bases for litigation for and against the Crown, ministries or agencies. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons for or against whom the Crown Law Office-Civil has carriage of litigation. **Policies and Practices – Storage:** Paper, microfiche, microfilm, computer. **Retrievability:** Name, file number. **Access Controls:** Restricted access to office area, locked cabinets, computer password. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Director, Crown

Law Office-Civil, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-4118.

#### Minors' Funds

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** O. Reg. 560/84, s.73; Parens Patriae Jurisdiction of the Supreme Court of Ontario. **Types of Information Maintained:** Name, address, telephone number, financial statements, medical reports. **Uses:** Support applications to court for payment of monies from the court to the benefit of minors. **Categories of Users:** Official Guardian counsel, clerks. **Categories of Individuals in Bank:** Minors with funds held by the Accountant of the Supreme Court, parents/guardians. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, name, Accountant of the Supreme Court file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Minors' Funds, 180 Dundas Street West, Toronto, Ontario, M5G 1E4, telephone: (416) 965-1832.

#### Official Guardian Reports/Social Work Services

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11, s.102(3) and s.125. **Types of Information Maintained:** Name, address, telephone number, date of birth, financial data, medical, psychological and education information, reports containing statements of opinion. **Uses:** Report to the Court on the custody, maintenance, education and well-being of minors subject to divorce actions and orders under the Children's Law Reform Act (s.32). **Categories of Users:** Official Guardian, legal staff, social workers and agents. **Categories of Individuals in Bank:** Minors, parents/guardians. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, name of parties to action. **Access Controls:** Locked cabinet. **Retention and Disposal:** Destroyed when divorce granted, or one year after custody/access order (Children's Law Reform Act) issued. **Official Responsible:** Manager, Administrative Services, 180 Dundas Street West, 5th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-0501.

#### Substitute Decision-Making Programme Records

**Location:** Official Guardian Office, 180 Dundas Street West, 6th Floor, Toronto. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.1a. **Types of Information Maintained:** Name, home address, date of birth, medical history, medical reports, psychiatric reports and opinions, names and addresses of next-of-kin, names of psychiatric facility officials, memoranda to file. **Uses:** Document decisions on granting or refusing to grant consent to psychiatric treatment on behalf of a patient of a psychiatric facility. **Categories of Users:** Substitute Decision-Making Programme Coordinator, Official Guardian counsel, secretarial staff, legal agents, Official Guardian medical and psychiatric advisors. **Categories of Individuals in Bank:** Patients of psychiatric facilities, relatives of patients of psychiatric facilities. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, name patient/client. **Access Controls:** Locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Programme Coordinator, Substitute Decision-Making Programme, 180 Dundas Street West, 6th Floor, Toronto, Ontario, M5G 1E4, telephone: (416) 965-5464.

## Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

### Personal Information Banks

None

## Drinking and Driving Countermeasures Branch

The branch promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

### Personal Information Banks

None

## Constitutional Law and Policy Division

The division advises all Ontario ministries on constitutional questions and reviews litigation in Ontario courts, in the Federal Court of Canada, and in the Supreme Court of Canada in which constitutional questions including those involving the Canadian Charter of Rights and Freedoms are raised. Where advisable, division counsel appear in such litigation to represent the ministry concerned or the Attorney General of Ontario as a party or intervenor. The division develops constitutional policy for Ontario's position on all aspects of constitutional amendment.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Employment Application Inventory

## Courts Administration Division

The division provides administrative services to the Supreme Court of Ontario, District Court, Surrogate Court and the Provincial Court (Criminal, Family, and Civil divisions) in support of the administration of justice in Ontario; provides

administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services and court security; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

### Personal Information Banks

Contain information on the appointments of provincial judges, masters, justices of the peace, commissioners for taking affidavits, and notaries public.

### Commissioners for Taking Affidavits

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Commissioners for Taking Affidavits Act, R.S.O. 1980, c.75. **Types of Information Maintained:** Name, age, address, reasons for requesting appointment, employment history. **Uses:** Administering the appointments process for commissioners for taking affidavits. **Categories of Users:** Manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after expiry, then destroyed. **Official Responsible:** Supervisor, Legal Appointments, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-2848.

### Jurors

**Location:** Office of the Sheriff for every county and district. **Legal Authority:** Juries Act, R.S.O. 1980, c.226. **Types of Information Maintained:** Name, address, telephone number, age, occupation. **Uses:** Select jurors and members of public institutions inspection panels. **Categories of Users:** The Court, counsel, individual litigants/accused, Sheriff and support staff. **Categories of Individuals in Bank:** Ontario residents eligible for jury duty. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked in secure areas of Sheriff's offices. **Retention and Disposal:** List of Jurors and Jury Roll – four years, then destroyed; Jury Service Notice – eighteen months, then destroyed. **Official Responsible:** Sheriff of each county or district. Refer to the blue pages of the public telephone directory for addresses and telephone numbers.

### Justices of the Peace

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Types of Information Maintained:** Name, address, education, employment history, letters of reference, salary, direction. **Uses:** Support the justice of the peace function. **Categories of Users:** Office of the Chief Judge, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Justices of the peace. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support



Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

### Justices of the Peace – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Justice of the Peace Act, R.S.O. 1980, c.227. **Types of Information Maintained:** Name, address, education, employment history, letters of reference. **Uses:** Select justices of the peace. **Categories of Users:** Staff of the Office of the Attorney General, Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked files. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

### Lay Notaries Public

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Notaries Act, R.S.O. 1980, c.319. **Types of Information Maintained:** Name, age, address, reasons for requesting appointment, employment history. **Uses:** Administration of the appointments process for notaries public. **Categories of Users:** Manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after expiry, then destroyed. **Official Responsible:** Supervisor, Legal Appointments, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-2848.

### Provincial Court Judges and Masters of the Supreme Court of Ontario

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, education, employment history, letters of reference, salary. **Uses:** Support the judicial function. **Categories of Users:** Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Provincial court judges and masters of the Supreme Court of Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

### Provincial Court Judges and Masters of the Supreme Court of Ontario – Applicants for Appointment

**Location:** Office of Judicial Support Services, 10 King Street East, 3rd Floor, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, education, employment history, letters of reference. **Uses:** Select provincial court judges and

masters of the Supreme Court of Ontario. **Categories of Users:** Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked files. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Office of Judicial Support Services Branch, 10 King Street East, 3rd Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-8535.

### Support and Custody Enforcement System

**Location:** Support and Custody Enforcement Branch, 2nd Floor, 34 King Street East, Toronto. Also eight regional offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Support and Custody Orders Enforcement Act, S.O. 1985, c.6. **Types of Information Maintained:** Name, age, address, employment history, financial and tracing information. **Uses:** Monitor support payments and issue cheques; locate missing debtors, creditors, non-custodial parents; initiate enforcement action upon default as prescribed by the act. **Categories of Users:** Director, Support and Custody Enforcement Branch staff. Police have access to address and place of employment information and only when assisting enforcement staff in the course of a criminal investigation related to enforcement. **Categories of Individuals in Bank:** Debtors, creditors and dependents, custodial and non-custodial parents and children. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case identification number, or name of creditor/debtor. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Support and Custody Enforcement, 2nd Floor, 34 King Street East, Toronto, Ontario, M5C 1E5, telephone: (416) 965-9721.

## Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown Attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office-Criminal, and the Crown Attorneys Branches.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

#### Employment Application Inventory

Also contain information on criminal prosecutions or possible criminal prosecutions and related activities.

## Constitutional Questions and Notices

**Location:** Crown Law Office-Criminal, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Courts of Justice Act, S.O. 1984, c.11; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, nature of charge outstanding. **Uses:** Facilitate constitutional litigation. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused. **Access Controls:** Locked cabinets. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Extradition Applications

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature of alleged offence. **Uses:** Facilitate extradition of offenders found outside of Canada. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Letters Rogatory and Commission Evidence

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name of accused, nature of charge outstanding, information about accused's role in offence. **Uses:** Maintain records of applications for letters rogatory or commission evidence. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences where it is necessary to take evidence outside the trial forum. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years, then destroyed. **Official Responsible:** Director, of Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Marriage Requests From Inmates

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, previous convictions, nature of offence for which individual is currently incarcerated, fiancée's name and address. **Uses:** Decide whether or not marriage prejudices the due administration of justice. **Categories of Users:** Crown law officers and

support staff. **Categories of Individuals in Bank:** Inmates of correctional institutions requesting to marry while in custody. **Policies and Practices – Storage:** Paper. **Retrievability:** Inmate's name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Ontario Court of Appeal or Supreme Court of Canada – Appeals

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of charges disposed of at trial level. **Uses:** Facilitate litigation of appeals taken from trial proceedings. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons convicted or acquitted of offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused, and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

## Prosecution Case Files

**Location:** Crown Attorneys' offices throughout Ontario. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, age, address, family background, relationships to others, employment history, criminal record, fingerprint number, nature and circumstances of investigation and charges. **Uses:** Facilitate investigation and prosecution of criminal cases at all stages of proceedings. **Categories of Users:** Crown Attorneys, assistant Crown Attorneys and support staff. **Categories of Individuals in Bank:** Persons under investigation or charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Director of Crown Attorneys, 18th Floor, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-5879.

## Requests for Crown Appeals

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, age, address, employment history, family background, record of convictions. **Uses:** Assess appropriateness of launching Crown appeals. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29

years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Special Prosecutions

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, criminal record, employment history, role and involvement of person under investigation, nature of charges. **Uses:** Facilitate the giving of advice to police agencies; facilitate litigation at trial level. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons under investigation or charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Supreme Court Bail

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, nature and circumstances of current charges. **Uses:** Facilitate litigation of reviews of detention orders or other judicial interim release orders, and of judicial interim release in the first instance before the Supreme Court of Ontario. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Supreme Court Motions

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, nature and circumstances of charges. **Uses:** Facilitate litigation arising out of the Supreme Court's supervisory jurisdiction over inferior tribunals. **Categories of Users:** Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of accused and file number. **Access Controls:** Locked storeroom supervised by filing staff and security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Transfer of Charges Between Provinces

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment history, record of convictions, outstanding charges, role of accused in offence. **Uses:** Facilitate the transfer of charges between provinces for the purposes of disposition. **Categories of Users:** Deputy Attorney General, Crown law officers and support staff. **Categories of Individuals in Bank:** Persons charged with offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Transfer of Probation Orders

**Location:** Central Filing, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, employment history, address, family background, conviction. **Uses:** Facilitate the transfer of probation orders so that probation may be completed in another province. **Categories of Users:** Deputy Attorney General, Crown law officers, support staff. **Categories of Individuals in Bank:** Persons requesting to complete their probation orders in another province. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked storeroom supervised by filing staff and a security guard. **Retention and Disposal:** 29 years after termination, then destroyed. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Wiretap Applications

**Location:** Crown Law Office-Criminal, 18 King Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Ministry of the Attorney General Act, R.S.O. 1980, c.271. **Types of Information Maintained:** Name, address, employment, nature of suspected offence, authorization. **Uses:** Notify suspects as required by the Criminal Code; determine the relationship, if any, between various investigations and statistics. **Categories of Users:** Deputy Attorney General, Crown law officers and support staff. **Categories of Individuals in Bank:** Persons under investigation for suspected offences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets or vaults. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Crown Law Office-Criminal, 18 King Street East, 16th Floor, Toronto, Ontario, M5C 1C5, telephone: (416) 965-0650.

### Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of



provincial parliament, and petitioners for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes selected statutes and regulations in French.

## Personal Information Banks

None

## Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task forces on human rights, race relations and the legislative responsibilities of the ministry. The division also administers the province's funding for the Ontario Legal Aid Plan.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

## Programmes and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, auditing, personnel services, employment equity, information and computer systems, purchasing, records and forms management, research, the legal library. The division comprises: Accountant of the Supreme Court of Ontario; Administrative Services; Employment Equity Program; Audit Services Branch; Computer and Telecommunications Services Branch; Financial Management and Programme Planning Branch; Freedom of Information Office; Human Resources Branch; French Language Services; and the Law Library.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained. Copies of parts of these banks may be held in line managers' offices.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on individuals whose money held by the Supreme Court of Ontario and on applicants for bilingual positions and employee relocation reimbursement.

## Bilingual Recruitment – Test Results

**Location:** French Language Services, 10 King Street East, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) s.6(1), and s.30(1)(c). **Types of Information Maintained:** Name, address, results of testing for French-language fluency. **Uses:** Determine suitability for jobs requiring fluency in French. **Categories of Users:** Human Resources Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Coordinator, French Language Services, 10 King Street East, 8th Floor, Toronto, Ontario, M5C 1C3, telephone: (416) 965-3870.

## Employee Relocation Claims

**Location:** Financial Management and Programme Planning Branch, 3rd Floor, 18 King Street East, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(1) and s.5. **Types of Information Maintained:** Name, address, Social Insurance Number, classification, financial transaction. **Uses:** Determine eligibility for reimbursement of relocation expenses. **Categories of Users:** Ministry management and accounting staff. **Categories of Individuals in Bank:** Employees seeking reimbursement for relocation expenses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Financial Management and Programme Planning Branch, 5th Floor, 18 King Street East, Toronto, Ontario, M5C 1C5, telephone: (416) 965-1291.

## Funds Held in Supreme Court of Ontario

**Location:** Accountant of the Supreme Court of Ontario, 123 Edward Street, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Name, address, date of birth, amount held to the credit of infants, mental incompetents, life tenants. **Uses:** Manage capital and income; make appropriate returns of information and taxes to relevant government agencies. **Categories of Users:** Accountant of the Supreme Court, Official Guardian, Public Trustee, legal profession, judiciary. **Categories of Individuals in Bank:** Infants, mental incompetents, life tenants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and title of proceedings. **Access Controls:** Locked cabinets in restricted area. **Retention and Disposal:** 50 years after final payment made, then



destroyed. **Official Responsible:** Accountant of the Supreme Court of Ontario, 123 Edward Street, Toronto, Ontario, M5G 1E3, telephone: (416) 965-5596.

## Affiliated Agencies

### *Advisory Committee of Public Trustee on Investments*

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

### Personal Information Banks

None

### *Assessment Review Board*

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

### Personal Information Banks

Contain information related to hearings of the board which is used to monitor, control and process complaints and compile statistics.

### Assessment Review Board Hearings (files and system documentation)

**Location:** Regional offices of the Assessment Review Board. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31; Municipal Act, R.S.O. 1980, c.302. **Types of Information Maintained:** Name, address, description of real property, assessment roll number, telephone number, personal opinions. **Uses:** Monitor, control and process complaints reviewed by the Assessment Review Board; produce statistical reports. **Categories of Users:** Administrative staff. **Categories of Individuals in Bank:** Complainants/appellants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Provincial Registrar, 80 Bloor Street West, Suite 705, Toronto, Ontario, M5S 1L9, telephone: (416) 965-7574.

### *Board of Negotiation*

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to

negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

### Personal Information Banks

Contain information on meetings of the board and recommendations for compensation.

### Board of Negotiation Meetings

**Location:** Board of Negotiation, 439 University Avenue, 18th Floor, Toronto. **Legal Authority:** Expropriation Act, R.S.O. 1980, c.148. **Types of Information Maintained:** Name, address, financial information about land that has been expropriated. **Uses:** Make recommendations for fair compensation; provide a reference source. **Categories of Users:** Chairman and office administrator. **Categories of Individuals in Bank:** Property owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Board of Negotiation file number. **Access Controls:** Locked cabinet. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Office Administrator, Board of Negotiation, 439 University Avenue, Suite 1800, Toronto, Ontario, M5G 1Y8, telephone: (416) 965-2867.

### *Criminal Injuries Compensation Board*

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

### Personal Information Banks

Contain information on claims for compensation under the Compensation for Victims of Crime Act.

### Claims for Compensation – One-Time Payments and Pension Payments

**Location:** Criminal Injuries Compensation Board, 439 University Avenue, 17th Floor, Toronto. **Legal Authority:** Compensation for Victims of Crime Act, R.S.O. 1980, c.82. **Types of Information Maintained:** Applicant's/victim's name, address, complete details of incident, all documentary evidence submitted. **Uses:** Determine whether or not compensation should be paid. **Categories of Users:** Members and staff of the Criminal Injuries Compensation Board, staff of the Crown Law Office. **Categories of Individuals in Bank:** Applicants for compensation, victims of crime. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years after disposition of case, then destroyed; select files to archives. **Official Responsible:** Chief Administrative Officer, Criminal Injuries Compensation Board, 439 University Avenue, 17th Floor, Toronto, Ontario, M5G 1Y8, telephone: (416) 965-4755.

## Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

### Personal Information Banks

None

## Office of the Public Complaints Commissioner

The office receives, records and investigates complaints from the public about police officers on the Metropolitan Toronto Police Force, and monitors and reviews the completed investigations and the decisions concerning discipline taken by the force. It may recommend changes in police practices and procedures and law. In the public interest, it can order that an independent civilian board of inquiry hold a public hearing into a case.

### Personal Information Banks

Contain information on inquiries and complaints of misconduct under the Metropolitan Toronto Police Force Complaints Act, and decisions of boards of inquiry. Information is used to evaluate the appropriate action to be taken by the Office of the Public Complaints Commissioner.

### Boards of Inquiry Hearings

**Location:** Office of the Registrar, Boards of Inquiry, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Complainant's name, address, telephone number, subject officer, witnesses. **Uses:** Conduct board hearings. **Categories of Users:** Registrar, counsel for Attorney General. **Categories of Individuals in Bank:** Complainants, subject officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant, subject officer. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Administrative and Legal Services, Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Investigation Files

**Location:** Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63. **Types of Information Maintained:** Name, identifying number, address, telephone number, age, sex. **Uses:** Determine facts and law relevant to the resolution of misconduct complaints. **Categories of Users:** Public Complaints Investigation Bureau of police force, Chief of Police, authorized personnel of Office of the Public Complaints Commissioner. **Categories of Individuals in Bank:** Complainants.

**Policies and Practices – Storage:** Paper, computer.

**Retrievability:** Name, file number. **Access Controls:** Locked cabinets, locked office, computer password.

**Retention and Disposal:** Ten years, then transferred to archives. **Official Responsible:** Director of Administrative and Legal Services, Office of Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Public Complaints – Appeals

**Location:** Office of the Registrar, Boards of Inquiry, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63.

**Types of Information Maintained:** Complainant's name, subject officer. **Uses:** Maintain a record of appeals of decisions of boards of inquiry. **Categories of Users:** Registrar, authorized staff of Office of Public Complaints Commissioner. **Categories of Individuals in Bank:** Complainants, subject officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of complainant, subject officer. **Access Controls:** Locked cabinets.

**Retention and Disposal:** Not determined. **Official Responsible:** Director of Administrative and Legal Services, Office of Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

### Public Inquiries

**Location:** Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto. **Legal Authority:** Metropolitan Toronto Police Force Complaints Act, S.O. 1984, c.63.

**Types of Information Maintained:** Name, identifying number, address, telephone number. **Uses:** Record and respond to inquiries from the public that do not amount to allegations of misconduct. **Categories of Users:** Authorized staff, Office of the Public Complaints Commissioner.

**Categories of Individuals in Bank:** Persons making inquiries. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets, locked office, computer password. **Retention and Disposal:** Five years, then transfer to archives. **Official Responsible:** Director of Administrative and Legal Services, Office of the Public Complaints Commissioner, 157 Bloor Street West, Toronto, Ontario, M5S 1P7, telephone: (416) 963-3564.

## Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial procedures, and conducting legal research. It submits recommendations for changes in the law to the Attorney General.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Application Inventory

## Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation appeals under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

### Personal Information Banks

None

## Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act and fair and proper administrative procedures.

### Personal Information Banks

None

## Public Records

Contain court records of the Supreme Court of Ontario, District Court, Surrogate Court and Provincial Court (Criminal, Family and Civil Divisions). Other than those records which have been ordered sealed or restricted by legislation, individual case files are available to the general public upon application.

### Court Records

**Purpose:** Maintain records relevant to all matters commenced at the various court levels in Ontario. **Legal**

**Authority:** Criminal Code, R.S.C. 1970, c.C-34; Young Offenders Act, S.C. 1980-81-82-83, c.110; Courts of Justice Act, S.O. 1984, c.11; Surrogate Courts Act, R.S.O. 1980, c.491; Ministry of the Attorney General Act, R.S.O. 1980, c.271; Provincial Offenders Act, R.S.O. 1980, c.400. **Types**

**of Information Maintained:** Name, address, nature of charges laid or the matter in dispute, disposition of the case.

**Policies and Practices – Retrievability:** Name of accused/litigant, court date, file number. **Retention and Disposal:**

Six months to 40 years, then transferred to archives or destroyed. **Access Procedures:** Individuals requesting to view a specific court record should contact the court office where the matter was commenced. Court offices are located throughout the province. Refer to the blue pages of the public telephone directory for addresses and telephone numbers. There may be a fee for such access.

## Access

Information and Privacy Coordinator  
Ministry of the Attorney General  
14th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-4836



A public reading room for the review of manuals and other information is open during regular office hours at 18 King Street East, Toronto.

# Cabinet Office

## Head

Premier  
Room 281, Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1941

## Mandate

Cabinet Office provides policy and administrative support for the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario Government. The office performs a coordinating function for the ministries, and comprises the Policy and Priorities Secretariat to the Policy and Priorities Board, and the Cabinet committees on Justice, Economic Policy, Social Policy, Legislation, Emergency Planning, Native Affairs, Regulations, Race Relations, and Northern Development. It has the power to strike other committees as required. Cabinet Office provides policy and administrative support and controls the records for the office which supports the Minister Responsible for Francophone Affairs. The Cabinet Office also provides policy and administrative support to the Government House Leader's office, and maintains and controls the government records of this office.

## Organization

Cabinet Office comprises three divisions: Cabinet Operations; Policy and Priorities Secretariat; and Office of the Associate Secretary of Cabinet for Executive Resources.

## Divisions

### *Cabinet Operations*

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Responsibilities include administration, overall responsibility for finance and personnel issues, coordination of the administrative functions of the Cabinet committees and ministries, administration of the process and procedures for Orders in Council, regulations, petitions to Cabinet and Cabinet documents, liaison with the Office of the Lieutenant Governor, and response to public correspondence and public inquiries. Cabinet Office also provides support services to the Office of the Premier in areas such as public correspondence and engagements, and public-sector appointments.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by

the Ministry of Treasury and Economics on behalf of Cabinet Office.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information concerning appointments to boards and commissions.

### Appointments to Boards and Commissions

**Location:** Lieutenant-Governor-in-Council Appointments, Room 259, Legislative Building, Queen's Park, Toronto.  
**Legal Authority:** Voluntary with consent to use described below. **Types of Information Maintained:** Name, address, resumes, letters of recommendation. **Uses:** Evaluate possible appointees; make and record appointments. **Categories of Users:** Premier, Cabinet ministers, senior staff of Cabinet Office. **Categories of Individuals in Bank:** Potential, current and former appointees to boards and commissions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password; locked cabinet and vaults. **Retention and Disposal:** Not determined. **Official Responsible:** Associate Secretary of Cabinet (Operations), Room 381, Legislative Building, Queen's Park, Toronto, Ontario, M7A 1A1, telephone: (416) 965-9210.

### *Policy and Priorities Secretariat*

The secretariat provides policy advice and administrative support for Cabinet committees; handles policy issues, the annual allocation process, cross-sectoral items, and medium- and long-range planning; and liaises with and provides advice to the Premier, Cabinet, Cabinet committee chairs, the Secretary of Cabinet and ministries. The secretariat comprises four policy areas: Justice (including Race Relations, Native Affairs and Emergency Planning); Economic Policy (including Northern Development); Social Policy; and the Policy and Priorities Board.

### Personal Information Banks

None

### *Office of the Associate Secretary of Cabinet for Executive Resources*

The office provides support to the Premier's Advisory Committee on Executive Resources, the Executive



Development Committee, deputy ministers and senior managers. It is responsible for the the development and succession of senior management staff, executive compensation, and corporate organizational effectiveness.

### Personal Information Banks

Contain information concerning public service appointments and unsolicited applications for senior level positions.

### Executive Appointments and Applications

**Location:** Office of the Associate Secretary of Cabinet for Executive Resources, Room 361, Legislative Building, Queen's Park, Toronto. **Legal Authority:** Voluntary with consent to use described below. **Types of Information Maintained:** Names, addresses, resumes, senior personnel inventory, competition board reports and accompanying letters. **Uses:** Evaluate candidates; make and record appointments to senior level positions in the Ontario public service. **Categories of Users:** Premier, senior staff of Cabinet Office. **Categories of Individuals in Bank:** Potential candidates and current appointees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and position title. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Associate Secretary of Cabinet for Executive Resources, Room 361, Legislative Building, Queen's Park, Toronto, Ontario, M7A 1A1, telephone: (416) 965-1974.

## Affiliated Agencies

### *Premier's Advisory Committee on Executive Resources*

The committee advises the Premier on the appropriate level and structure of compensation for deputy ministers, and on strategies for the effective acquisition, retention and motivation of senior executives in the government; reviews the government's executive-development program; and recommends a compensation schedule for chief executives of agencies, boards and commissions.

### Personal Information Banks

None

## Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

## Office of the Premier

### Head

Premier  
Room 281, Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-1941

### Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario Government and his party.

### Organization

The Office of the Premier comprises: Premier's Personal Office; Office of the Principal Secretary; and Office of the Executive Director.

### Divisions

#### *Premier's Personal Office*

The office provides support to the Premier in daily scheduling, correspondence, and constituency-related matters.

### Personal Information Banks

None

#### *Office of the Principal Secretary*

The office provides policy, legislative, and communications support to the Office of the Premier.

### Personal Information Banks

None

#### *Office of the Executive Director*

The office provides administrative support and community liaison services to the Office of the Premier, and coordinates public engagements and appointments to government agencies, boards and commissions made by Orders in Council.

### Personal Information Banks

None

## Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

# Cambrian College of Applied Arts and Technology

## Head

Chair, Board of Governors  
Collège Cambrian College  
1400 Barrydowne Road  
Sudbury, Ontario  
P3A 3V8  
Telephone: (705) 566-8101

## Mandate

Collège Cambrian College is a vocationally oriented bilingual college of applied arts and technology which serves the Sudbury and Manitoulin/North Shore districts. It provides high quality and diverse educational opportunities in both English and French to young persons and adults with varying needs and abilities. In addition to post-secondary programs, the college offers a wide range of opportunities for employee renewal and upgrading and adult retraining.

## Organization

The college is governed by a Board of Governors which includes the College's President as an ex-officio member. The college is organized into two Academic Divisions, Student Services Division, and Finance and Administration Division and has campuses in Sudbury, Noelville, Espanola and Manitoulin/North Shore. Administrative headquarters are in Sudbury.

## Divisions

### *Board of Governors*

The Board of Governors is comprised of members appointed by the Council of Regents: 12 voting members from nominations representative of the region, as well as non-voting members elected from the college's student body, academic, administrative and support staff groups respectively. It is responsible for establishing college goals and policies and evaluating the operation of the college. The Board has established two standing committees: Operations (Education) and Administration (Property and Finance).

### **Personal Information Banks**

None

### *President's Office*

Reporting to the Board of Governors, the President is the chief executive officer with full authority to manage and direct the business and affairs of the college. The following

units report directly to the President: Public Affairs and Employment and Education Equity.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Finance and Administration*

The division is headed by a Vice-President and provides the college and all campuses with administrative support services, including human resources management, physical resources and safety, campus administration, finance and accounting, research and planning, and computer services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Health and Medical Records  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Professional Development  
Teacher Workload Records (Standard Workload Form)  
Workers' Compensation

### *Academic Division (College Programs)*

The division is headed by the Vice-President, Academic, and delivers English educational programs in business, graphic arts, technology, hospitality, fashion, native studies, health sciences, language training, theatre arts, academic subjects, continuing education and business and industry training. In addition, the division provides special services such as operating the public dining room, dental clinic, health clinic, and day care centre; special services in support of the handicapped; international programs; and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy, Canadian Job Strategy. The division coordinates activities on campuses in Sudbury, Noelville, Espanola, and Manitoulin/North Shore.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
Dental Clinic Patients  
FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Tests, Examinations and Assessments

## ***Division Académique (Programmes du Collège)***

The division is headed by the Vice-président à l'enseignement and delivers French educational programs in business, technology, law and security, health sciences, language training, continuing education and academic subjects. In addition, the division provides such special service activities as translation, a day care centre, and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy and Canadian Job Strategy.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
Dental Clinic Patients  
FUTURES Program Applicants and Participants  
Tests, Examinations and Assessments

## ***Student Services***

This division is headed by a Vice-President and provides college and all campuses with a variety of student registrations and support services in English and in French. In addition the division provides services such as a learning resource centre, a counselling centre, a residence for students, and a career planning and placement centre.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Health and Medical Records  
Graduate and Alumni Records  
Library Users  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Vocational Testing and Counselling

## **Access**

Freedom of Information and Privacy Coordinator  
Collège Cambrian College  
1400 Barrydowne Road  
Sudbury, Ontario  
P3A 3V8  
Telephone: (705) 566-8101



A public reading room for the review of manuals and other information is open during regular office hours at 1400 Barrydowne Road, Sudbury.



# Canadore College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Canadore College of Applied Arts and Technology  
P.O. Box 5001  
North Bay, Ontario  
P1B 8K9  
Telephone: (705) 474-7600

## Mandate

Canadore College offers educational training programs that relate to the career needs of the students and to the skill needs of the industries served by the college, within the context of evolving provincial and national training strategies.

## Organization

The College is governed by a 17-member Board of Governors and is organized under the President into the following divisions: College Development and Evaluation, Instruction, Student Services and Marketing, and Administration. The College has five campuses, four in North Bay and one in Sturgeon Falls. Administrative headquarters are in North Bay.

## Divisions

### Board of Governors

The Board of Governors, appointed by the Council of Regents and area municipalities, establishes College goals and policies. The Board has established three standing committees: Finance, Property, and Personnel.

### Personal Information Banks

None

### President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the operations of the college. The Canadore Foundation, established to provide an avenue for contributions, bequests, grants and gifts to support activities and programs, reports to the President.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership  
Graduate and Alumni Records

## College Development and Evaluation

The Dean of College Development and Evaluation is responsible for computer services, library and professional development, research and program development, student records, instructional development/media services, and the operation of the Entrepreneurship Centre, a service for students and others to develop entrepreneurship skills.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Library Users  
Student Registration and Academic History

Also contain information relating to clients of the Entrepreneurship Centre.

### Entrepreneurship Centre

**Location:** Entrepreneurship Centre, 100 College Drive, North Bay. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31; Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, product/business/project description, record of courses taken and results. **Uses:** Maintain a record of centre clients; document assistance provided; document client achievement in centre courses. **Categories of Users:** Centre staff, Nipissing University. **Categories of Individuals in Bank:** Clients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Dean of College Development and Evaluation, 100 College Drive, North Bay, Ontario, P1B 8K9, telephone: (705) 474-7600.

## Academic Division

The Dean of Instruction is responsible for the development and delivery of all academic programs: Business, Computer/Technology, Aviation and Engineering, Applied and Secretarial Arts, General Studies, Health Sciences, and Part-Time Studies. In addition, this division delivers special services such as the Canadore School of Hospitality Dining Room, Dental Clinic and administers provincial/federal programs such as FUTURES, Ontario Training Strategy, and the Canadian Job Strategy.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Teacher Workload Records (Standard Workload Form)

## ***Student Services and Marketing***

The Dean of Student Services and Marketing is responsible for athletics, community and secondary school liaison, counselling, public relations and information, financial aid for students, health services, job placement, and registration.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Health and Medical Records
- Ontario Student Assistance Program
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Vocational Testing and Counselling

## ***Administrative Division***

The Executive Director of Administration provides the college with a variety of support services, including the Campus Shop, finance and accounting, purchasing, personnel, plant and property management, the student residence, and security.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Workers' Compensation

## **Access**

Freedom of Information and Privacy Coordinator  
Canadore College of Applied Arts and Technology  
100 College Drive  
North Bay, Ontario  
P1B 8K9  
Telephone: (705) 474-7600



A public reading room for the review of manuals and other information is open during regular office hours in the library at the Main Campus, 100 College Drive, North Bay.

# Centennial College of Applied Arts and Technology

## Head

Chairperson, Board of Governors  
Centennial College of Applied Arts and Technology  
P.O. Box 631, Station A  
Scarborough, Ontario  
M1K 5E9  
Telephone: (416) 439-7180

## Mandate

The major goal of Centennial College is the provision of high quality, career-oriented education.

## Organization

Centennial College is governed by a 16-member Board of Governors and the college's President as an ex-officio member and secretary-treasurer. The college is organized into six main areas: Academic, Student and Staff Services, Personnel Services, Financial Services, College Services, and Strategic Planning, each of which report to a member of the College Executive Group. The college operates on four major teaching campuses, one non-teaching location housing the Bibliocentre and a number of smaller locations situated in the east end of Metropolitan Toronto.

## Divisions

### *Board of Governors*

Appointed by the Council of Regents, the Board is comprised of representatives from business, education and industry, as well as members elected by the faculty, administration, support staff and students. The Board governs the college, and provides guidance and leadership with respect to policy and direction of the college. The Board has three major standing committees: the Executive Committee, the Management Committee and the Finance and Property Committee.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Office of the President*

The President is the chief executive officer responsible for managing college operations.

### **Personal Information Banks**

None

### *Academic*

The Academic area is responsible for all academic functions of the college, and is divided into the Schools of Applied Arts, Business, Communications and General Studies, Continuing Education, Engineering Technology, Health Sciences, and Transportation, and the Skills Division.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements (Co-op and Work Term Records only)  
Day Care Registrants  
FUTURES Program Applicants and Participants  
Innovation Centre Clients, Registrants and Users  
Library Users  
Ontario Training Incentive Program Trainees  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments  
Vocational Testing and Counselling

### *Student and Staff Services*

This area has responsibility for providing a full range of services to students including admissions, registrations, placement, counselling, financial aid, awards, bursaries, student life. In addition, the division provides services to staff in the areas of employment equity, affirmative action and professional development.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records  
Health and Medical Records  
Ontario Student Assistance Program  
Professional Development  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History

### *Personnel Services*

This area is accountable for providing a full range of Personnel Services to the college and the employees.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Teacher Workload Records (Standard Workload Form)  
Workers' Compensation

## **Financial Services**

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's computer services, the Management Information System and the Bibliocentre (a library management service for the college system).

### **Personal Information Banks**

None

## **College Services**

This area provides all services related to the physical resources of the college including parking, plant maintenance, building and renovation as well as bookstore and food services, insurance, mail services, purchasing and receiving, telephones and transportation.

### **Personal Information Banks**

None

## **Strategic Planning**

This area is responsible for the ongoing development of the strategic plan and strategic management process, which sets directions and establishes priorities for the future of the college.

### **Personal Information Banks**

None

## **Access**

Freedom of Information and Privacy Coordinator  
Centennial College of Applied Arts and Technology  
P.O. Box 631, Station A  
Scarborough, Ontario  
M1K 5E9  
Telephone: (416) 694-3241, ext. 3263



A public reading area for the review of manuals and other information is open during regular office hours in the Resource Centres located in each of the four major campuses:

Progress Campus  
41 Progress Court  
Scarborough

Warden Woods Campus  
651 Warden Avenue  
Scarborough

Ashtonbee Campus  
75 Ashtonbee Road  
Scarborough

East York Campus  
951 Carlaw Avenue  
East York



# Ministry of Citizenship

## Head

Minister of Citizenship  
5th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-6202

## Mandate

The Ministry of Citizenship, through a variety of programs, promotes a harmonious society with full participation of people of all cultures and races in the social, economic and cultural life of the province.

## Organization

The ministry is comprised of the Race Relations Directorate, the Citizenship Development Branch, the Native Community Branch, Corporate Policy Services, and two agencies. The ministry's head office is in Toronto with offices in 14 cities across the province. The Ontario Human Rights Commission and the Ontario Advisory Council on Multiculturalism and Citizenship report to the Minister of Citizenship. Administrative and operational support services including communications and marketing are provided by the Ministry of Culture and Communications.

## Divisions

### Corporate Policy Services

Responsible for policy development, strategic planning and evaluation, issue analysis and the provision of advice for the minister and senior management. It is comprised of the Office of the Assistant Deputy Minister, Policy and the Corporate Policy Services Branch. Through its Ethnocultural Data Base the branch acquires, compiles, analyzes and disseminates statistical information on the multicultural, Native and francophone population of Ontario to all segments of the ministry, all levels of government, the general public and the media, upon request.

### Personal Information Banks

None

### Citizenship Development Branch

Responsible for programs which foster equal opportunity, appreciation, understanding and respect among the people of Ontario and their communities.

### Personal Information Banks

Contain information concerning individuals who make use of Citizenship Development Branch programs.

### Children Information Records – Ontario Welcome House (OWH) Nursery School

**Location:** Citizenship Development Branch, 1st Floor, 454 University Avenue, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, client number, date of birth, country of origin, mother tongue, medical history, attendance consultations, profile of parents. **Uses:** Administer day care programs. **Categories of Users:** OWH nursery school staff. **Categories of Individuals in Bank:** Children of immigrants, refugees attending adult language classes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Supervisor, Nursery Services, Citizenship Development Branch, 2nd Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-9923.

### Outstanding Achievement and Volunteer Service Awards

**Location:** Citizenship Development Branch, 5th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, name of organization, record of service. **Uses:** Determine, identify and publicize award recipients. **Categories of Users:** Program staff, news media (for award recipients). **Categories of Individuals in Bank:** Nominees and recipients of awards. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and organization. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Coordinator, Volunteer Service Awards, Citizenship Development Branch, 5th Floor, 77 Bloor Street West, Toronto, Ontario, M5G 2R9, telephone: (416) 965-7505.

### Ontario Welcome House (OWH) Client Files

**Location:** OWH Settlement Services, 4th Floor, 454 University Avenue, Toronto. Addresses for regional services are listed below. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, sex, marital status, country of origin, children, education, mother tongue, client number. **Uses:** Determine eligibility for benefits and settlement needs of immigrants and refugees. **Categories of Users:** OWH staff. **Categories of Individuals in Bank:** Immigrants and refugees who are clients of OWH. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Supervisor, Settlement Services, 4th Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-3021. Regional services: 2 King Street West, Hamilton, L8P 1A1, telephone: (416) 521-7569; Downsview Plaza, 1056A Wilson Avenue, Downsview, M3K 1G6, telephone: (416) 633-7180; Confederation Place, 90 Dundas Street West, Mississauga, L5B 2T5, telephone: (416) 848-4680; Brimley Place, 4433 Sheppard Avenue East, Scarborough, M1S 1V3, telephone: (416) 965-9901.

## Student Information Records, English as a Second Language (ESL) School

**Location:** Citizenship Development Branch, 3rd Floor, 454 University Avenue, Toronto. **Legal Authority:** Ministry of Citizenship and Culture Act, S.O. 1982, c.6. **Types of Information Maintained:** Name, address, age, sex, employment, education, occupation in country of origin, immigrant status, medical information, class information. **Uses:** Administration. **Categories of Users:** ESL school staff. **Categories of Individuals in Bank:** Immigrants and refugees to Ontario who have attended language classes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Supervisor, ESL School, Citizenship Development Branch, 3rd Floor, 454 University Avenue, Toronto, Ontario, M5G 1R6, telephone: (416) 965-2365.

## Native Community Branch

The branch provides consultative services through a network of field offices to Ontario's Native communities and organizations. Consultants work with communities to develop and implement needed programs and services identified by Ontario's Native people.

### Personal Information Banks

Contain information concerning individuals who apply to Native Community Branch programs.

#### Northern Native Business Internship Program

**Location:** Native Community Branch, 5th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Name, address, Social Insurance Number, education, employment experience, age. **Uses:** Verify program eligibility; program planning; prepare program management reports. **Categories of Users:** Native Community Branch staff, Canadian Council for Native Business staff, program managers, auditors. **Categories of Individuals in Bank:** Native persons resident in northern Ontario (Status, Non-status, Metis, Inuit), host businesses (sole proprietorships, partnerships, corporations). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of individual and/or business, Social Insurance Number, project number, geographic area, electoral district. **Access Controls:** Locked cabinets, locked diskette storage box. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Economic Development, Native Community Branch, 5th Floor, 77 Bloor Street West, Toronto, Ontario, M5G 2R9, telephone: (416) 965-5003.

#### Northern Native Small Business Development Program

**Location:** Native Community Branch, 5th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Name of individual and/or business, address, Social Insurance Number, education, personal and business finances (income, assets, liabilities, net worth, financial history or activities, credit worthiness), Northern Native

Small Business Development Program grants, evaluation information. **Uses:** Verify program eligibility; program planning; prepare program management reports. **Categories of Users:** Native Community Branch staff, program managers, program review committee members, auditors. **Categories of Individuals in Bank:** Native persons resident in northern Ontario (Status, Non-status, Metis, Inuit), northern businesses (sole proprietorships, partnerships, corporations, cooperatives). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of individual and/or business, Social Insurance Number, project number, geographic area, electoral district. **Access Controls:** Locked cabinets, locked diskette storage box. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Economic Development, Native Community Branch, 5th Floor, 77 Bloor Street West, Toronto, Ontario, M5G 2R9, telephone: (416) 965-5003.

## Race Relations Directorate

Responsible for policies and programs which promote the participation of racial minority group members in the economic and social life of the province. Promotes the implementation of employment equity for racial minorities; provides conflict resolution services and race relations training and program development in the public and private sectors.

### Personal Information Banks

Contain personal information relating to race relations programs.

#### Race Relations Directorate Community Case Files

**Location:** Race Relations Directorate, 11th Floor, 400 University Avenue, Toronto. **Legal Authority:** Human Rights Code 1981, c.53, s.28. **Types of Information Maintained:** Name, address, correspondence between parties to a dispute. **Uses:** Assist in resolving conflict situations; develop public education programs and race relations policies. **Categories of Users:** Race Relations Directorate staff. **Categories of Individuals in Bank:** Community members and institutional representatives involved in race relations disputes or proactive projects. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned case file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then transferred to archives. **Official Responsible:** Commissioner for Race Relations, Race Relations Directorate, 11th Floor, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1613.

## Affiliated Agencies

### Ontario Advisory Council on Multiculturalism and Citizenship

Advises the government of Ontario on matters pertaining to multiculturalism and citizenship development.

## Personal Information Banks

Contain resumes and reference letters for council members, and resumes of community volunteers who have expressed an interest in assisting council's endeavours and who may become suitable applicants for a public service appointment.

### Potential and Current Council Member Records

**Location:** Ontario Advisory Council on Multiculturalism and Citizenship, 2nd Floor, 10 St. Mary Street, Toronto. **Legal Authority:** Order in Council 2125/84. **Types of Information Maintained:** Name, address, telephone number, education, employment experience, voluntary support and sensitivity to multicultural needs. **Uses:** Maintain record of council membership; identify potential council members; maintain contact with communities. **Categories of Users:** OACMC support staff and minister's office. **Categories of Individuals in Bank:** Potential candidates and current appointees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and position title. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Coordinator, Ontario Advisory Council on Multiculturalism and Citizenship, 2nd Floor, 10 St. Mary Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6889.

## Ontario Human Rights Commission

Administers the Ontario Human Rights Code and formulates policies on all issues affecting human rights in the province. The commission implements programs of compliance, conciliation and race relations with employers, unions, landlords, suppliers of services, goods and facilities, trade or occupational associations and self-governing professions, at the request of complainants. Conducts research and public education on the provisions and principles of the code.

## Personal Information Banks

Contain information related to public inquiries and complaints filed with the commission.

### Complaint Case Files – Register and Index

**Location:** Ontario Human Rights Commission, 400 University Avenue, 12th Floor, Toronto. Also district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Human Rights Code 1981, c.53, as amended. **Types of Information Maintained:** Complainant's and respondent's name and address, section of the code allegedly violated, investigation reports, conciliation reports, disposition of case, special program and exemption investigation reports and disposition. **Uses:** Investigate and resolve individual or commission-initiated complaints of alleged violations; review special program and exemption requests. **Categories of Users:** Commission staff, commissioners, legal counsel. **Categories of Individuals in Bank:** Complainants alleging violations of the Human Rights Code, persons making inquiries. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Assigned file number cross-referenced to complainant's/respondent's name, listing of persons making inquiries. **Access**

**Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Manager, Support Services, Human Rights Commission, 400 University Avenue, 12th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6841.

## Access

Freedom of Information and Privacy Coordinator  
Ministry of Citizenship  
9th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-3012



A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Ontario Human Rights Commission

Freedom of Information and Privacy Coordinator  
Ontario Human Rights Commission  
3rd Floor, 2 Robert Speck Parkway  
Mississauga, Ontario  
L4Z 1H8  
Telephone: (416) 273-7811  
TDD: (416) 965-6871



# Ministry of Colleges and Universities

## Head

Minister of Colleges and Universities  
13th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 965-6423

## Mandate

The ministry is responsible for the development, coordination and administration of policies relating to the universities, Ryerson Polytechnical Institute, the Ontario College of Art and the colleges of applied arts and technology. It provides capital and operating grants to these institutions and financial assistance to students attending post-secondary institutions.

## Organization

The ministry comprises two major divisions: Universities and Research Support Division and Colleges and Student Support Division. Legal Counsel, the Corporate Planning and Services, Communications, and Francophone Affairs units report to the deputy minister's office. The Ministry of Education provides support services.

## Divisions

### Deputy Minister's Office

The following units report to the deputy minister's office: Legal Counsel; Corporate Planning and Services which provides policy, planning and information support for corporate policy-making, coordinates the provision of financial and administrative services and administers the Freedom of Information and Privacy Program; Communications which advises on communication plans and strategies; and Francophone Affairs which advises on policies regarding post-secondary education programs and services in the French language.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained through administrative and support services arrangements with the Ministry of Education.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program

Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

### Combined University Student Information System and University Awards Report (USIS-UAR)

**Location:** Corporate Planning and Services Branch, 11th Floor, 790 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; Statistics Act (Canada), 1970-71, c.15. **Types of Information Maintained:** Student identification code, Social Insurance Number (when provided), institution attended, sex, date of birth, marital status, mother tongue, citizenship/legal status in Canada, geographic source of student, registration and program, formula grant indicators. **Uses:** Determine allocation of formula operating grants to eligible Ontario universities; prepare summaries for management and planning purposes. **Categories of Users:** Ministry staff, Statistics Canada, reporting post-secondary institutions. **Categories of Individuals in Bank:** Students enrolled in programs/courses in provincially assisted Ontario universities. **Policies and Practices – Storage:** Computer. **Retrievability:** Student identification code. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Coordinator, Corporate Planning and Services Branch, 11th Floor, 790 Bay Street, Toronto, Ontario, M5G 1N8, telephone: (416) 963-3955.

### Ontario Colleges of Applied Arts and Technology (CAAT) Applications System

**Location:** Corporate Planning and Services Branch, 11th Floor, 790 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, sex, date of birth, postal code, citizenship status, application type, education and college area, first/second/third college and program choice indicators. **Uses:** Monitor community college applicants for management and planning purposes. **Categories of Users:** Ministry staff, reporting post-secondary institutions. **Categories of Individuals in Bank:** Applicants to Ontario Colleges of Applied Arts and Technology. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date of birth. **Access Controls:** Retained on secure floor. **Retention and Disposal:** Paper – one year, then destroyed; computer – not determined. **Official Responsible:** Executive Coordinator, Corporate Planning and Services Branch, 11th Floor, 790 Bay Street, Toronto, Ontario, M5G 1N8, telephone: (416) 963-3955.



## Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including matters pertaining to research; acts as liaison with the Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post-secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

### Personal Information Banks

None

## Colleges and Student Support Division

Ensures the efficient and effective delivery of programs in the colleges of applied arts and technology; is responsible for overall planning and policies for colleges; distributes operating and capital grants to the colleges; regulates private vocational schools; and provides financial assistance to eligible students studying at post-secondary institutions.

### Personal Information Banks

Contain administrative and statistical information on college staff and students, and information used to determine eligibility for a variety of assistance programs.

#### Bursary Program for Teachers in French-Language Instructional Units

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, level of teaching, date of issue of Ontario Teaching Certificate or Letter of Standing, name of school, name of principal, name of school board, proposed course and language of instruction, and proof of registration at university. **Uses:** Determine eligibility for financial assistance of teachers taking university credit courses leading to first degree. **Categories of Users:** Staff and management of the Student Awards Branch. **Categories of Individuals in Bank:** Teachers seeking financial assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's name and/or name of school board. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

#### College Data System – Staff Positions, Salaries of Administrative Staff Positions, Students

**Location:** Financial Support Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of

Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Staff positions – identification number, citizenship, previous teaching experience, academic or professional qualifications, current job information, collective bargaining and workload information, salaries; students – college, identification number, sex, date of birth, citizenship, visa status, home address, preferred language of instruction, mother tongue, marital status, number of dependents, parents' education level, education, previous institution attended, college area, entrance qualifications, term of attendance, registration (campus, department, program and level), termination data, starting salary after graduation, destination after graduation. **Uses:** Provide aggregate statistical analyses and comparisons of college employees and students. **Categories of Users:** Ministry and college staff, Council of Regents staff, Statistics Canada, other authorized researchers. **Categories of Individuals in Bank:** College employees and students. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Identification number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

#### College Position Benefits

**Location:** Staff Relations/Benefits Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Employee name, information and documents on benefit problem, resolution of problem. **Uses:** Record problems concerning benefits to college staff and resolution. **Categories of Users:** Staff Relations/Benefits Section staff. **Categories of Individuals in Bank:** College employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

#### College Position Employee Information

**Location:** Staff Relations/Benefits Section, 10th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name of college, date of birth, sex, salary, Hay points, position title, college employment date, position employment date, record reference number, audit reference number (in some cases). **Uses:** Determine salary classification for colleges' administrative staff. **Categories of Users:** Staff Relations/Benefits Section staff. **Categories of Individuals in Bank:** College administrative employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of college, Hay points, salary. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, College Affairs Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5375.

## Fellowships for Studying in French

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, citizenship, residence history, education, other activities (work, travel, etc.), language of instruction, proposed program of study, name of institution, other financial assistance, transcripts. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Staff and management of Student Awards Branch, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for post-secondary studies in French. **Policies and Practices – Storage:** Paper; computer. **Retrievability:** Student's name or file number. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario Graduate Scholarship Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, education, proposed program of study and name of institution, other scholarships held, transcripts, plan of study, recommendations and ranking provided by university department. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, graduate schools staff, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the graduate level. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario-Quebec Exchange Fellowship Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, citizenship, mother tongue, education, intended program of study and name of institution, language of instruction, other financial assistance, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for graduate level studies at a university in Quebec. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, program name. **Access Controls:** Retained on high security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario Restricted List (grant overpayments and loan defaults)

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, amount of default, reason for restriction, date restriction placed. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students overpaid by student assistance programs or who have defaulted on loan repayments and grant overpayments. **Policies and Practices – Storage:** Microfiche, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Secure floor, locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario Student Assistance Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Students Loans Plan. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Social Insurance Number or name. **Access Controls:** Locked records centre. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario Student Assistance Program – Private Vocational and Out-of-Province Students

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, age, sex, marital status, citizenship, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:** Determine eligibility for Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Ontario Student Loan Accounting

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of

Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, amount of loans, bank where loan resides. **Uses:** Accounting for loan guarantee, interest payments. **Categories of Users:** Student Awards Branch staff, banks. **Categories of Individuals in Bank:** Students with Ontario Student Loans. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Locked room. **Retention and Disposal:** Nine years, they destroyed. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Ontario Special Bursary Plan

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, citizenship, residence history, marital status, income, number of children, education, and work history. **Uses:** Determine eligibility for the Ontario Special Bursary Plan. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students seeking financial assistance for academic upgrading programs or part-time courses at post-secondary institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Social Insurance Number, name, post-secondary institution. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Ontario Work-Study Plan

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, Social Insurance Number, student number, address, citizenship, provincial residence, on-campus employment records. **Uses:** Payment for employment. **Categories of Users:** Student Awards Branch staff. **Categories of Individuals in Bank:** Students seeking part-time employment while attending post-secondary institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, post-secondary institution. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Private Vocational Schools Information

**Location:** Private Vocational Schools Unit, 11th Floor, 790 Bay Street, Toronto. **Legal Authority:** Private Vocational Schools Act, R.S.O. 1980, c.392. **Types of Information Maintained:** Name, address, residency status, previous employment history, current business affiliations and financial status, declaration by applicant (regarding status with respect to bankruptcy, unpaid judgments, criminal offences, etc.), names and addresses of shareholders and designation of shares, names and addresses of referees, bibliography of

members of the Private Vocational School Review Board. **Uses:** Determine eligibility for registration as a private vocational school and annual renewal of registration. **Categories of Users:** Ministry officers and staff.

**Categories of Individuals in Bank:** Officers, instructors, directors, franchisees of schools that are currently registered, in process of registering or recently closed. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, school name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years following school closure, then destroyed. **Official Responsible:** Superintendent, Private Vocational Schools Unit, 11th Floor, 790 Bay Street, Toronto, Ontario, M5G 1N8, telephone: (416) 965-5348.

### Queen Elizabeth II Scholarship

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Order in Council 4464/59. **Types of Information Maintained:** Name, address, Social Insurance Number, name of university where enrolled, statement by research supervisor on academic progress, certification by university department of completion of theses. **Uses:** Issue scholarship cheques. **Categories of Users:** Student Awards Branch staff and management. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of program or applicant's name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Revenue Recovery Reassessment (3R) Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Social Insurance Numbers, personal income data from Revenue Canada, Taxation, for applicant, parents, sponsors, spouse. **Uses:** Verify income data supporting applications for need-based assistance. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants, parents, sponsors, spouses. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Applicant's Social Insurance Number. **Access Controls:** Maintained on secure floor. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Sir John A. Macdonald Graduate Fellowship in Canadian History

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, Social Insurance Number, marital status, date of birth, citizenship, residence history, education, intended program of study, name of institution, resume of projected research, transcripts and confidential letters of recommendation. **Uses:** Determine



eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, head or officer representing the head of candidate's university, selection committee members. **Categories of Individuals in Bank:** Students seeking financial assistance for studies at the doctoral level. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's name or program name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Summer Language Bursary Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, date of birth, sex, marital status, citizenship, education, employment history, special dietary needs, name, address, telephone number of student's parents, student's evaluation of course. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff, management and staff of accredited summer language bursary institutions. **Categories of Individuals in Bank:** Students seeking financial assistance for second-language immersion courses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Student's name or file number. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Current only, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### Teachers' Summer Bursary Program

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, name of course and institution, category of teacher, receipts for tuition and accommodation, letter of support from supervisory official and transcripts. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management. **Categories of Individuals in Bank:** Teachers seeking financial assistance for courses taken in French. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then destroyed; select files to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

### William G. Davis Student Award

**Location:** Student Awards Branch, 8th Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** External trust agreement for the William G. Davis Student Award Fund. Information voluntarily submitted by individuals in bank for uses described below. **Types of Information Maintained:** Name, address, telephone number, sex, education,

proposed program of study, name of institution, parents' names, addresses, telephone numbers, employment history with the Ontario government, letter of application, transcripts, confidential letters of recommendation. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Student Awards Branch staff and management, trustees of the William G. Davis Student Award Fund, selection committee members. **Categories of Individuals in Bank:** Children of Ontario Crown employees seeking financial assistance for post-secondary studies. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicant's name, name of program. **Access Controls:** Maintained on high-security floor. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director of Student Awards, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 2B4, telephone: (416) 965-7191.

## Affiliated Agencies

### Academic Advisory Committee

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

### Personal Information Banks

None

### Centres of Entrepreneurship Advisory Committee

The mandate of this committee is to monitor the performance of the Centre of Entrepreneurship, to carry out the evaluation of the centres, and to make recommendations to the Minister of Colleges and Universities regarding the future of the program.

### Personal Information Banks

None

### College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (OPSEU).

### Personal Information Banks

None

### Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations



on behalf of colleges regarding collective agreements with academic and support staff; and appoints boards of governors for the colleges.

## Personal Information Banks

Contain information related to nominations for appointments to boards of governors and biographical material on council members.

### Boards of Governors – External Nomination Files

**Location:** Council of Regents Office, 10th Floor, 790 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience. **Uses:** Determine appointments to colleges' boards of governors. **Categories of Users:** Council members and staff. **Categories of Individuals in Bank:** Nominees to colleges' boards of governors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of college then nominee's name. **Access Controls:** Locked premises. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Council of Regents Executive Secretary, 10th Floor, 790 Bay Street, Toronto, Ontario, M5G 1N8, telephone: (416) 965-4234.

### Council of Regents – Members' Personal Files

**Location:** Council of Regents Office, 10th Floor, 790 Bay Street, Toronto. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Biographical information on council members such as current and past employment, education, contributions to education. **Uses:** Publish information on council members. **Categories of Users:** Council staff. **Categories of Individuals in Bank:** Council members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked premises. **Retention and Disposal:** Not determined. **Official Responsible:** Council of Regents Executive Secretary, 10th Floor, 790 Bay Street, Toronto, Ontario, M5G 1N8, telephone: (416) 965-4234.

## Ontario Council on University Affairs

The Council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals and the Ontario Graduate Scholarship Fund. The Council is composed of a full-time chairman and 19 part-time members.

## Personal Information Banks

None

## Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and

administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

## Personal Information Banks

None

## Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

## Personal Information Banks

None

## Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.

## Personal Information Banks

None

## University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

## Personal Information Banks

Contain information related to applications for research grants.

### University Research Incentive Fund

**Location:** 11th Floor, 790 Bay Street, Toronto. **Legal Authority:** Orders in Council 124/85, 3170/86 and 113/88. **Types of Information Maintained:** Researcher's name, address, education, employment history, awards, institution, corporate partner, size and nature of corporation, sales volume, research capacity nature of research proposed and potential economic benefit to Ontario. **Uses:** Make recommendations to the Minister of Colleges and Universities concerning the awarding of grants. **Categories of Users:** Ministry staff, selection committee members, external reviewers. **Categories of Individuals in Bank:** Research project team members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Application number, researcher's name, name of institution. **Access Controls:** Locked premises. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman of Selection

Committee/Director, Research Support and International  
Activities Branch, 11th Floor, Suite 1404, 790 Bay Street,  
Toronto, Ontario, M5G 1N8, telephone: (416) 963-1194.

## Access

Freedom of Information and Privacy Coordinator  
Corporate Planning and Services  
Ministry of Colleges and Universities  
11th Floor, 790 Bay Street  
Toronto, Ontario  
M5G 1N8  
Telephone: (416) 963-2070



A public reading room for the review of manuals and other  
information is open during regular office hours on the  
thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

# Ministry of Community and Social Services

## Head

Minister of Community and Social Services  
6th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 1E9  
Telephone: (416) 965-2341

## Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and physically and developmentally handicapped persons. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

## Organization

The ministry is organized into five divisions, each headed by an assistant deputy minister. In addition, there are two independent branches reporting to the deputy minister, and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices, and institutional facilities. Refer to the list at the end of this chapter for addresses.

## Divisions

### Community Services Division

The division is responsible for consolidation and coordination of ministry services and programs in the community. Comprises three branches: Children's Services; Elderly Services; and Services for Disabled Persons.

### Personal Information Banks

Contain information on clients in order to monitor and plan programs, provide information on cost-sharing, and compile statistics.

### Adoption Case Files and Statistics

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Types of Information Maintained:** Child's birth name, place and date of birth, sex, birth registration number, adopted name, birth parents' social and medical history, adoptive parents' names and address,

adoptive parents' homestudy, name of responsible/supervising society/agency, name of responsible private adoption licensee, court and judge, legal documents, related correspondence and reports. **Uses:** Verify legal status of child; establish adoption, proof of age; provide data for Adoption Disclosure Register; compile statistics. **Categories of Users:** Adoption Unit and Adoption Disclosure Registry staff. **Categories of Individuals in Bank:** Children placed for adoption privately or by the Children's Aid Society. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** File number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Paper – six months after being microfilmed; microfilm – 100 years, then transferred to archives. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

### Adoption Disclosure Register

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Types of Information Maintained:** Adoptee's surname at birth, full adoptive name, current name used, current address and telephone number, place and date of birth, adoptive parents' names, birth parent's name at child's birth, present name and address, place and date of birth. **Uses:** Authorized adoption disclosure. **Categories of Users:** Adoption Disclosure staff. **Categories of Individuals in Bank:** Birth parents, adult adoptees, adult birth siblings and birth grandparents of adoptee. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Adoptee's name and birth parent's name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

### Correspondence – General (Adoption)

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Types of Information Maintained:** Name, address of correspondent, correspondence pertaining to international, private and step-parent adoption, adoption disclosure files. May contain application for adoption, homestudy reports, post-adoption service information. **Uses:** Hold information pending further activity on case. **Categories of Users:** Adoption Unit staff. **Categories of Individuals in Bank:** Correspondents on adoption matters. **Policies and Practices – Storage:** Paper. **Retrievability:** Applicants' names. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years after date of last activity, then destroyed. **Official Responsible:** Adoption Registrar, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-0709.

### Crown Ward Administrative Review Files

**Location:** Operational Coordination Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part III. **Types of Information Maintained:** Name, date of birth, sex, Crown wardship date, current placement, reason for Crown wardship, type and suitability of placement, educational progress, medical/dental care,

adequacy of program planning, quality of care, administrative review report, related correspondence and documentation. **Uses:** Assess wardship status; ensure wardship provides the necessary care and services; assess the quality of care provided by the Children's Aid Society (CAS) to Crown wards. **Categories of Users:** Ministry staff responsible for reviews. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** CAS name and Crown ward's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Crown Ward Review, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-2936.

#### Individual Attendant Care by Order in Council – Applications

**Location:** Services for Disabled Persons Branch, 700 Bay Street, Toronto. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, age, medical information, social history, income, documentation supporting employment, related correspondence. **Uses:** Determine eligibility for individual attendant care. **Categories of Users:** Minister, senior management, program supervisors, attendant care planning coordinators. **Categories of Individuals in Bank:** Applicants for individual attendant care. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for Disabled Persons Branch, 11th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

#### Integrated Homemaker Information System

**Location:** Elderly Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Homemakers and Nurses Services Act, R.S.O. 1980, c.200, s.2 and s.5, as amended, S.O. 1986, c.58. **Types of Information Maintained:** Name, address, telephone number, sex, date of birth, marital status, co-residents, living arrangements, type of subsidy, eligibility status, medical conditions, prior service, service requirements, service plan, discharge plan. **Uses:** Evaluate and monitor program; prepare federal/provincial cost-sharing claims; facilitate program management and program operations. **Categories of Users:** Program managers, Program Evaluation Project Team, area office staff, Home Care Program staff. **Categories of Individuals in Bank:** Integrated Homemaker Program clients. **Policies and Practices – Storage:** Computer. **Retrievability:** Program number, branch number, client identification number and application date. **Access Controls:** Computer password. **Retention and Disposal:** 5 years, then destroyed. **Official Responsible:** Director, Elderly Services Branch, 9th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-5422.

#### Learning Disabled Children – Records

**Location:** Services for Disabled Persons Branch, 700 Bay Street, Toronto. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525. **Types of Information Maintained:** Name, file number, address, date of birth, disability, correspondence with parents, services provided,

cost of services, psychological and educational assessments, legal agreements with parents, related correspondence and documentation. **Uses:** Record eligibility for funding and authorized expenditures; compile statistical information for planning. **Categories of Users:** Senior management, program consultants, program supervisors, Ministry of Education program consultants. **Categories of Individuals in Bank:** Children receiving financial assistance to attend private education facilities. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Services for Disabled Persons Branch, 11th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-3242.

#### Licensees – Individual or Non-Profit Private Adoption Placement Agencies

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name, address, knowledge of pertinent legislation, ability to meet licensing requirements, related correspondence. **Uses:** Approve or renew licence. **Categories of Users:** Adoption Officer. **Categories of Individuals in Bank:** Individuals or non-profit agencies applying for licence to place children for private adoption. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, licence number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Children's Services Branch, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-6237.

#### Social Workers Approved to do Home Studies

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part VII. **Types of Information Maintained:** Name, address, experience with adoptions, references, letter of approval, related correspondence. **Uses:** Approve or renew contract. **Categories of Users:** Adoption officer. **Categories of Individuals in Bank:** Social workers applying for contracts/approval to do home studies for adoption. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Children's Services Branch, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-6237.

#### Sponsoring Families – Unaccompanied Refugee Minors (Southeast Asia)

**Location:** Children's Services Branch, 700 Bay Street, Toronto. **Legal Authority:** Ministry of Community and Social Services, 1979, pursuant to the Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Sponsoring family's name, address, occupation, dates and places of birth of family members, family medical reports, number of siblings, parents' marital status, home study, report to Employment and Immigration Canada, guardianship order, progress, supervision reports, annual monitoring reports from Employment and Immigration Canada, related correspondence. **Uses:** Determine suitability of sponsoring family; monitor place-



ments. **Categories of Users:** Adoption Unit staff, Employment and Immigration Canada social workers. **Categories of Individuals in Bank:** Applicant families, refugee minors to be placed in Ontario through this program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of sponsoring family. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Children's Services Branch, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-6237.

## Family Services and Income Maintenance Division

The division is responsible for programs to assist families and individuals in financial need, child care (day care) programs, and employment initiatives. Comprises three branches: Income Maintenance; Child Care; and Family Support.

### Personal Information Banks

Contain information on clients in order to monitor and plan programs, provide information on cost-sharing and compile statistics.

#### Employment Opportunity Program and Employability Agreement Program Caseloads

**Location:** Family Support Branch, Hepburn Block, 80 Grosvenor Street, Toronto. Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, type of social assistance payment, employment history, education, types of programs enrolled in, barriers to employment. **Uses:** Determine eligibility of client to participate in the program; plan, evaluate and monitor the program. **Categories of Users:** Area and regional office staff, program evaluators, consultants, senior management, Family Support Branch staff. **Categories of Individuals in Bank:** Applicants, participants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and date of birth. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Family Support Branch, 4th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-1818. Also Area Managers in area offices listed at the end of this chapter.

#### Employability Agreement Client Referrals from Income Maintenance Departments to Federal and Provincial Program

**Location:** Family Support Branch, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.8. **Types of Information Maintained:** Name, address, gender, date of birth, case information, recipient identification, income source, employment history, employment barriers, status or non-status if Native or Aboriginal, dis-

abilities, visual minority, services provided, service outcome. **Uses:** Deliver, monitor and evaluate program. **Categories of Users:** Area and regional office staff, program evaluators, consultants, senior management, Family Support Branch staff. **Categories of Individuals in Bank:** Social assistance clients referred from Income Maintenance departments. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and date of birth. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Family Support Branch, 4th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-1818.

## Finance and Administration Division

The division is responsible for corporate financial, personnel, employment equity, audit functions, and administrative support for the ministry. Comprises six branches: Financial Planning and Corporate Analysis; Capital and Administrative Services; Financial Services; Human Resources Planning and Program Design; Human Resources Management and Staff Development; and Comprehensive Audit and Review.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Equity Program
- Freedom of Information and Protection of Privacy Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain information on clients and employees.

### Family Benefits – Main Pay List

**Location:** Financial Services Branch, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Family Benefits Act (FBA), R.S.O. 1980, c.151, s.9 and s.11. **Types of Information Maintained:** File number, name, address, case classification, OHIP coverage, number of beneficiaries, amount of rent subsidies, amount of cheque and cheque number. **Uses:** Verify payments made; federal audit. **Categories of Users:** Accounts Branch staff, Income Maintenance Operations Division staff. **Categories of Individuals in Bank:** Recipients of family benefits. **Policies and Practices – Storage:** Microfilm. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed subject to federal audit. **Official Responsible:** Director, Financial Services Branch, 5th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-2371.

## Information Systems and Applied Technology Division

The division is responsible for technology planning, support and training, information systems development and management, and support for local computer and telecommunications needs. Comprises three branches: Strategic Systems Development; Technology Support; and Program Technology.

### Personal Information Banks

Contain information on the ministry's and funded agencies' clients in various programs.

#### Basic Life Skills Scale

**Location:** Technology Support Branch, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Types of Information Maintained:** Client name, scores on basic life skills scale, social functioning, moral awareness, physical status, services currently received. **Uses:** Provide basis to measure resident's progress; develop individual program plans and training programs. **Categories of Users:** Developmental Services staff. **Categories of Individuals in Bank:** Residents at Huronia Regional Centre, Prince Edward Heights, and Southwestern Regional Centre. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to three years, then destroyed. **Official Responsible:** Director, Technology Support Branch, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

#### Canada Assistance Plan – Billing

**Location:** Technology Support Branch, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Resident's name, name of facility, number of days of care in schedule I and II facilities for each fiscal year. **Uses:** Bill Canada Assistance Plan on behalf of developmentally handicapped residents. **Categories of Users:** Developmental Services staff. **Categories of Individuals in Bank:** Residents of facilities for the developmentally handicapped. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Technology Support Branch, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

#### Child Advocacy Information System

**Location:** Technology Support Branch, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name code, date of birth, sex, wardship status, placement, admission, transfer and discharge dates, facility name, type of placement and related data. **Uses:** Track children in the children's residential care network; provide

regular and ad hoc facility reports to plan and manage cases and resources. **Categories of Users:** Ministry staff responsible for providing children's services. **Categories of Individuals in Bank:** Children in care in residential and non-residential licensed/funded programs (e.g., children's aid societies, young offenders' programs, children's mental health centres). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to three years, then destroyed. **Official Responsible:** Director, Technology Support Branch, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

#### Children's Mental Health Services Information System

**Location:** Technology Support Branch, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Child's casebook number, date of birth, sex, wardship status, home location, admission, transfer, discharge dates, status/disposition on discharge (data collected up to March 31, 1986). **Uses:** Provide aggregate client information to plan children's mental health services. This bank is no longer active; no data input since February 1986. **Categories of Users:** Ministry and agency staff of children's mental health programs. **Categories of Individuals in Bank:** Children in children's mental health centres. **Policies and Practices – Storage:** Computer. **Retrievability:** Child's name and casebook number. **Access Controls:** Computer password. **Retention and Disposal:** Various – up to three years, then destroyed. **Official Responsible:** Director, Technology Support Branch, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

#### Comprehensive Income Maintenance System

**Location:** Network Operations, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.4 and s.9. **Types of Information Maintained:** Surname, address, telephone number, date of birth, marital status, dependants, income, budgetary expenses, medical codes, employment information, support payment details, Social Insurance Number, OHIP number, case activity. **Uses:** Record eligibility; determine rate of social assistance payments; administer income maintenance programs; program evaluation. **Categories of Users:** Income Maintenance management, Caseworkers, municipalities delivering family benefits, general welfare, and work incentive payments. **Categories of Individuals in Bank:** Recipients of family benefits, general welfare, or work incentive payments. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to five years, then destroyed. **Official Responsible:** Manager, Network Operations, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

#### Facilities for the Developmentally Handicapped – Residential Statistical System

**Location:** Technology Support Branch, 11th Floor, 5140 Yonge Street, North York. **Legal Authority:** Developmental

Services Act, R.S.O. 1980, c.118. **Types of Information Maintained:** Resident's personal identifier, date and reason for admission, clinical assessment, communication and sensory capacities, physical capacities, life skills assessments. **Uses:** Plan resources in communities to meet needs of discharged developmentally handicapped clients; facility operations budgeting and control. **Categories of Users:** Developmental Services staff and policy analysts. **Categories of Individuals in Bank:** Clients of facilities for the developmentally handicapped. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility code and resident's personal identifier. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various – up to 3 years, then destroyed. **Official Responsible:** Director, Technology Support Branch, North York City Centre, 11th Floor, 5140 Yonge Street, North York, Ontario, M7A 2B6, telephone: (416) 965-1622.

## Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

## Personal Information Banks

Contain information on the ministry's and funded agencies' clients in order to determine and meet service needs, and monitor and plan programs.

### Adult Individual Support Program – Case Files

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2(2). **Types of Information Maintained:** Name, address, date of birth, sex, medical and psychological data, agency involvement, placement history. **Uses:** Assist in finding resources for developmentally handicapped adults; determine eligibility for funding; provide aggregate information for area offices to plan for improvements in service. **Categories of Users:** Special Services Unit staff, local and area managers. **Categories of Individuals in Bank:** Adults referred by residences, community programs and parents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers of the area offices listed at the end of this chapter.

### Child Abuse Register and Case Files

**Location:** Operational Coordination Branch, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.71(5). **Types of Information Maintained:** Child's and alleged abuser's name, date of birth, parents', alleged abusers' or caretakers' names and addresses, details of incident, date reported to the Children's Aid Society (CAS), name of reporting CAS, follow-up reports, copy of letter sent to alleged abuser, related correspondence, may include expungement hearing information.

**Uses:** Record details of alleged cases of child abuse reported by CAS; provide general register check for child abuse investigations; statistical purposes. **Categories of Users:** Branch director, child abuse register staff, Official Guardian, Coroner, program supervisors, CAS staff, researchers with permission. **Categories of Individuals in Bank:** Children who have been abused, individuals suspected of or verified as child abusers and parents of abused child. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of abused child and name of alleged abuser and name of the parent(s) of abused child. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 25 years, then destroyed. **Official Responsible:** Director, Child Abuse Register, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-5556.

### Children with Special Needs and Services

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. District offices in Northern Ontario. Refer to the public telephone directory for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name, address, date of birth, sex, medical and psychological data and reports, parents' names and address, agreements between parents and the agency/ministry, related correspondence/data. **Uses:** Determine eligibility for funding; record details of special needs and services provided to clients; maintain record of progress. **Categories of Users:** Program manager and special needs agreement officers and staff. **Categories of Individuals in Bank:** Children referred by residential programs and by parents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

### Children's Mental Health Centre – Case Files

**Location:** Thistletown Regional Centre, 51 Panorama Court, Rexdale. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, s.29(1); Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Child's name, address, date of birth, sex, legal status, admission and discharge summaries, medical information (physician's orders, psychiatric reports, laboratory reports, nursing notes), psychological, social work, speech, and education consultations, progress notes, incident reports and related data including name and address of parent/guardian. **Uses:** Plan, monitor, and evaluate care and treatment provided to clients and families; statistical and research purposes. **Categories of Users:** Program specialists, outside social-service providers with the signed consent of the client or legal next-of-kin. **Categories of Individuals in Bank:** Individuals/families accepted for assessment/treatment in programs operated by the centre. **Policies and Practices – Storage:** Paper, audiotapes, videotapes. **Retrievability:** Client's/family's name and casebook number. **Access Controls:** Locked cabinets/rooms. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives. **Official Responsible:** Administrator, Thistletown Regional Centre, 51 Panorama Court, Rexdale, Ontario, M9V 4L8, telephone: (416) 741-1210.



## **Children's Psychiatric Research Institute (CPRI) – Case Files**

**Location:** Children's Psychiatric Research Institute (CPRI), P.O. Box 2460, London. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name and casebook number, date of birth, sex, name and address of parent/guardian, family physician, referring agent, test scores, behaviour scales, individual treatment and program plans, admission and discharge summaries, medical information (physician's orders, laboratory reports, nursing notes, psychiatric reports), trust account records, related correspondence and data. **Uses:** Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes. **Categories of Users:** Program specialists, senior administration staff, clinical staff. **Categories of Individuals in Bank:** Registered out-patients, day-treatment, and residential clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and casebook number. **Access Controls:** Locked cabinets/rooms, computer password. **Retention and Disposal:** 20 years after 18th birthday, then transferred to archives. **Official Responsible:** Facility Administrator, P.O. Box 2460, London, Ontario, N6A 4G6, telephone: (519) 471-2540.

## **Children's Residential Survey (1984-85) – Peterborough**

**Location:** Southeast Regional Office, 330 Alfred Street, Kingston. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, age, sex, name of residential placement, primary problems, support services utilized, length of stay, anticipated discharge date, placing agency, discharge location. **Uses:** Rationalization of intraregional service delivery through group home programs. **Categories of Users:** Community Service managers, planning officers, program supervisors. **Categories of Individuals in Bank:** Children in group homes in Peterborough area. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Regional Director, Southeast Regional Office, 330 Alfred Street, Kingston, Ontario, K7L 3S5, telephone: (613) 547-2214.

## **Crown Wards Files – Aftercare**

**Location:** Probation Offices located throughout the province. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Young Offenders' Implementation Act, S.O. 1984, c.19. **Types of Information Maintained:** Name, date of birth, physical characteristics, data on parents, address, guardianship status, education, employment, youth court record, religion, language, court orders, Children's Aid Society reports, police information, record of supervision, financial assistance, placement reports, discharge summaries, related correspondence and data. **Uses:** Provide aftercare supervision services to Crown wards. **Categories of Users:** Probation supervisors and officers. **Categories of Individuals in Bank:** Crown wards where an order was made under the Juvenile Delinquents Act and/or the Training Schools Act (i.e., prior to April 1, 1984). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date of birth, wardship file number.

**Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after termination of wardship, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

## **Crown Ward Files/Records**

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name, place and date of birth, sex, medical history of child and parents, social history of parents and grandparents, Crown wardship order, court documents, plan and review of care, placement history, discharge plans, where child was placed for adoption; registration of placement, report on the adjustment of child in home, consent to adopt, termination of access order, adoption breakdown data (where applicable). **Uses:** Monitor care of Crown wards; notify area managers about Crown ward hearings. **Categories of Users:** Program supervisors, area managers. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until wardship terminated, then microfilmed and retained for 100 years. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

## **Delinquency Prevention And Diversion Files**

**Location:** North Bay and Timmins local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, address, age, school reports, progress reports, data on parents, police information, record of supervision, case notes and related data. **Uses:** Monitor attendance; ensure no further charges are laid; liaise with community services. **Categories of Users:** Probation officer. **Categories of Individuals in Bank:** Juveniles having difficulties with the law and placed in a diversion program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Area Manager, North Bay Area Office, Suite 406, 222 McIntyre Street West, North Bay, Ontario, P9B 2Y8, telephone: (705) 474-4452.

## **Developmentally Handicapped – Admission/Discharge Information System for Schedule 1 Facilities**

**Location:** Southeast and Southwest Regional Offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Name, age, sex, admission/discharge dates, reason for admission, discharge placement and location. **Uses:** Monitor progress of the implementation of the ministry's Multi-Year Plan for the Developmentally Handicapped. **Categories of Users:** Area, facility and regional Program and Planning staff. **Categories of Individuals in Bank:** Developmentally handicapped persons admitted to Schedule 1 facilities or discharged to the community. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case number and/or name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined.



**Official Responsible:** Regional Directors, Southeast and Southwest Regional Offices. Refer to the list at the end of this chapter for addresses.

#### **Developmentally Handicapped – Database System for Service Planning (York and Simcoe)**

**Location:** Barrie Area Office, 34 Simcoe Street, Barrie.  
**Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Client numeric code, year of birth, sex, marital status, language, municipality, type of disability, agency code, demographic information, residential program or situation, day program and support services. **Uses:** Assist area office, facilities, and community agencies providing services to the developmentally handicapped; plan for service development. **Categories of Users:** Barrie Area Office and facility staff, community agencies and planning groups involved in client service. **Categories of Individuals in Bank:** Clients referred or presently receiving services at Barrie Area Office facilities or community agencies. **Policies and Practices – Storage:** Computer. **Retrievability:** Client number, agency code, municipality code, disability code, or year of birth. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Area Manager, Barrie Area Office, P.O. Box 910, 34 Simcoe Street, Barrie, Ontario, L4M 1A1, telephone: (705) 737-1311.

#### **Developmentally Handicapped Five Year Plan Client Tracking System**

**Location:** Southeast and Southwest Regional Offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118, s.2. **Types of Information Maintained:** Name, date of birth, sex, country of origin, placement information. **Uses:** Compile statistical data related to clients discharged from facilities for developmentally handicapped persons under the ministry's Five Year Plan. **Categories of Users:** Area and regional Program and Planning staff. **Categories of Individuals in Bank:** Developmentally handicapped persons discharged to the community. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case number and/or name. **Access Controls:** Locked cabinets, secure area. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Directors, Southeast and Southwest Regional Offices. Refer to the list at the end of this chapter for addresses.

#### **Facilities for the Developmentally Handicapped – Case Files**

**Location:** Facilities for the developmentally handicapped. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Types of Information Maintained:** Name, date of birth, sex, social history, admission and discharge summaries, medical treatment, education, individual program planning information. **Uses:** Plan, monitor and evaluate care and treatment provided to clients/families; statistical and research purposes. **Categories of Users:** Facility staff, placement coordinator, private agencies involved in care and treatment of the clients/families. **Categories of Individuals in Bank:** Current and former clients (individuals or families).

**Policies and Practices – Storage:** Paper, audiotapes, videotapes, computer. **Retrievability:** Name and casebook number. **Access Controls:** Locked cabinets/rooms.

**Retention and Disposal:** 20 years after 18th birthday or date of last activity, whichever is longer, then transferred to archives. **Official Responsible:** Facility Administrator in facilities for the developmentally handicapped listed at the end of this chapter.

#### **Facilities for the Developmentally Handicapped – Profile of Residents in North Region**

**Location:** North Regional Office, 473 Queen Street, Sault Ste. Marie. **Legal Authority:** Developmental Services Act, R.S.O. 1980, c.118. **Types of Information Maintained:** Name, age, location, disability, severity of mental disorder, contacts with family, length of stay in facility, discharge plans. **Uses:** Plan community-based residential programs. **Categories of Users:** Regional director, program supervisors, financial and planning staff, area/district managers. **Categories of Individuals in Bank:** Residents in Muskoka Centre, Timiskaming Resource Centre, Westmount-Hogarth Centre, and Northwestern Regional Centre. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and program code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, North Regional Office, 473 Queen Street, Sault Ste. Marie, Ontario, P6A 1Z5, telephone: (705) 949-8052.

#### **Family Benefits And General Welfare Case Files**

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1980, c.188, s.4 and s.9. **Types of Information Maintained:** Name, address, case profile of financial, employment, social data, related correspondence. **Uses:** Assess eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; federal audit. **Categories of Users:** Income Maintenance Unit staff, ministry policy and planning staff, Health and Welfare Canada cost-sharing program staff. **Categories of Individuals in Bank:** Applicants for and recipients of family benefits, general welfare assistance, and handicapped children's benefits. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and file number. **Access Controls:** Locked cabinets/rooms, computer password. **Retention and Disposal:** Seven years after case closed, then destroyed subject to federal audit; select files to archives. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

#### **Legal Aid Files**

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Legal Aid Act, R.S.O. 1980, c.234, s.16(2) and (3). **Types of Information Maintained:** Name, Social Insurance Number, date of birth, legal aid assistance application, statement of personal and financial data, consent to inspect assets, monthly living expenses, reasons for application, eligibility decision, related correspondence. **Uses:** Determine eligibility for legal aid. **Categories of Users:** Legal aid assessment officer. **Categories of Individuals in Bank:** Individuals requesting

financial assistance to retain a solicitor. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Area Managers in the area offices listed at the end of this chapter.

### Monthly Foster Homes Report And Summary

**Location:** Probation and Aftercare Offices located throughout the province. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.88. **Types of Information Maintained:** Name, court file number, placement name and address, number of days in care, cost per day, total monthly cost, amount of payment. **Uses:** Make monthly payments to foster and group homes. **Categories of Users:** Probation supervisor, financial officer. **Categories of Individuals in Bank:** Young persons on probation, in custody or ward placements funded by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Narcotic and Controlled-Drug Records

**Location:** Facilities for the developmentally handicapped, children's mental health centres, and secure custody facilities. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Narcotic Control Act, S.C. 1985, c.N-1, s.63. **Types of Information Maintained:** Name of drug, amount prescribed, date filled, client's name, original prescription number. **Uses:** Monitor and verify use of controlled drugs; record each transaction; maintain an inventory of drug stock. **Categories of Users:** Facility/centre pharmacists, narcotics control inspector (Health and Welfare, Canada). **Categories of Individuals in Bank:** Facility/centre clients prescribed controlled drugs. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name, drug name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Facility/centre Administrator, and Director or Superintendent in directly operated facilities listed at the end of this chapter.

### Overpayment Recovery and Follow-Up System

**Location:** Family Benefits Administration Unit, 2195 Yonge Street, Toronto. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151, s.17. **Types of Information Maintained:** Name, file number, date of birth, Social Insurance Number, address, type of overpayment recovery, trustee's name and address, collectable monthly installment type and amount, uncollectable type and amount. **Uses:** Maintain information on overpayments; recover overpayments. **Categories of Users:** Income Maintenance support staff. **Categories of Individuals in Bank:** Clients no longer receiving financial assistance under income maintenance programs and to whom overpayments have been made. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Various, but not less than 7 years, subject to federal audit. **Official Responsible:** Director, Operational Coordination Branch, 6th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-4765.

### Parental Support Case Files

**Location:** Local offices. Refer to the public telephone directory for addresses. **Legal Authority:** Family Benefits Act, R.S.O. 1980, c.151; s.7 and s.8. **Types of Information Maintained:** Client's name, address, date of birth, sex, names of dependent children, spouse's/putative father's name, address, age, employment, financial information, marital status, details of court orders/agreements for support. **Uses:** Procure support payments for family benefits recipients. **Categories of Users:** Parental support workers, income maintenance supervisor. **Categories of Individuals in Bank:** Applicants for and recipients of family benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Recipient's or putative father's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Senior Citizens Home-Support Survey

**Location:** Southeast Regional Office, 336 Alfred Street, Kingston. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, address, telephone number, age, sex, country of origin, living arrangements, income, income satisfaction, social service(s) used, number of family members living nearby. **Uses:** Research use of home-support services for seniors and planning purposes. **Categories of Users:** Regional planning manager, planning officers. **Categories of Individuals in Bank:** Persons over age 65 currently using home-support services funded by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Regional Director, Southeast Regional Office, 336 Alfred Street, Kingston, Ontario, K7L 3S5, telephone: (613) 547-2214.

### Serious Occurrences Records/Reports

**Location:** Regional and area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, date of birth, type of serious occurrence, date, time, place and details of occurrence, action taken, current situation, person(s) notified, further actions proposed, related data. **Uses:** Document and ensure appropriate action on serious occurrences. **Categories of Users:** Regional director, Investigation Unit staff, program supervisors, agency staff. **Categories of Individuals in Bank:** Clients involved in serious occurrences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Directors and Area Managers in the offices listed at the end of this chapter.

### Social Services Employment Opportunities Information System

**Location:** Regional and area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, program of

employment, place of employment, annual/fiscal salary cost. **Uses:** Monitor program. **Categories of Users:** Program managers. **Categories of Individuals in Bank:** Job placement program clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and program code. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Directors in the regional offices listed at the end of this chapter.

### Special Services at Home – Program Data

**Location:** Central Regional Office, 2195 Yonge Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, date of birth, sex, disability, services requested, approved and cost of services. **Uses:** Plan and monitor program. **Categories of Users:** Program supervisors, planning officers. **Categories of Individuals in Bank:** Recipients of special services through the Barrie and Mississauga area offices. **Policies and Practices – Storage:** Computer. **Retrievability:** Date of birth, name and services approved. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, Central Region, 10th Floor, 2195 Yonge Street, Toronto, Ontario, M7A 1G2, telephone: (416) 963-1010.

### Summer Employment Experience (SEE) Program

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Parents' eligibility for family benefits and general welfare assistance, student information, employment termination records containing student's name, address, telephone number, date of birth, salary information, reasons for employment termination. **Uses:** Determine student's eligibility; calculate salary grants; compile statistics. **Categories of Users:** Employment liaison officer, employers, youth employment centre counsellors, and Employment Opportunity Project staff. **Categories of Individuals in Bank:** Dependents of parents receiving general welfare assistance or family benefits, students receiving assistance, wards of the Children's Aid Society, the Catholic Children's Aid Society, or Jewish Family and Child Services. **Policies and Practices – Storage:** Paper. **Retrievability:** Student's name, employer's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Unusually Difficult Service Situation Case Files

**Location:** Area offices. Refer to the list at the end of this chapter for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55; Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, address, date of birth, sex, medical, psychiatric, psychological and child welfare information, data on parents, placement history. **Uses:** Find resources for child; determine eligibility for funding; compile information to plan for service needs. **Categories of Users:** Program supervisors, financial and planning staff.

**Categories of Individuals in Bank:** Children with unique or difficult service situations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Vocational Rehabilitation Services (VRS) Case Files

**Location:** Local offices. Refer to the public telephone directory for addresses. Provincial Coordinator, Vocational Rehabilitation, 3rd Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Vocational Rehabilitation Services Act, R.S.O. 1980, c.525. **Types of Information Maintained:** Name, address, age, Social Insurance Number, record of approval number, family status, education, medical, psychiatric, psychological and employment history, correspondence and reports concerning client services purchased by the ministry. **Uses:** Determine clients' needs and progress towards rehabilitation; record services provided for future review and approval for federal cost-sharing programs. **Categories of Users:** VRS provincial coordinator and staff, area managers, Health and Welfare Canada cost-sharing program staff. **Categories of Individuals in Bank:** Applicants for and recipients of vocational rehabilitation services. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets/rooms. **Retention and Disposal:** Six years after case closed, then destroyed; select files to archives. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Volunteer Programs – Personnel Files

**Location:** Area offices and facilities. Refer to the list at the end of this chapter for addresses. Probation Offices located throughout the province. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6. **Types of Information Maintained:** Name, address, telephone number, age, sex, marital or family status, references, police check, performance appraisals, assignment agreements and related documentation. **Uses:** Establish a volunteer program for juveniles and seniors; monitor volunteers' progress and effectiveness. **Categories of Users:** Probation officers and supervisors, coordinators and program supervisors of volunteer programs. **Categories of Individuals in Bank:** Accredited volunteers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after termination as volunteer, then destroyed; select files to archives. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

### Young Offenders' Case Files

**Location:** Custody facilities, observation and detention facilities, area offices. Refer to the list at the end of this chapter for addresses. Probation Offices throughout the province. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.43; Child and Family Services Act, S.O. 1984, c.55, Part IV. **Types of Information Maintained:** Name, date of birth, data on parents, guardianship status, education, medical and behavioural information, financial information, criminal offences, admission and



discharge documents, case supervision and related correspondence. **Uses:** Provide case management information; administer disposition. **Categories of Users:** Probation officers, custody facility staff, program supervisors, and Ministry of Correctional Services program staff. **Categories of Individuals in Bank:** Young offenders and youths awaiting court appearance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Area Managers in area offices listed at the end of this chapter.

#### Young Offenders Facility – Case Files

**Location:** Project D.A.R.E. (Development through Adventure, Responsibility and Education), P.O. Box 2000, South River. **Legal Authority:** Young Offenders' Act, S.C. 1980-81-82-83 (Canada), c.110, s.24; Child and Family Services Act, S.O. 1984, c.55, Part IV. **Types of Information Maintained:** Name, date of birth, sex, medical and psychological data and reports, parents' names and address, agreement between parents and agency/ministry, related correspondence and data. **Uses:** Define eligibility for programming; maintain record of progress. **Categories of Users:** Program managers and supervisors. **Categories of Individuals in Bank:** Clients referred to residential programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Administrator, Project D.A.R.E., P.O. Box 2000, South River, Ontario, P0A 1X0, telephone: (705) 386-2376.

### Communications Group

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audio-visual materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

#### Personal Information Banks

None

### Legal Services Branch

The branch provides legal services to the minister, deputy minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

#### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

### Strategic Planning And Intergovernmental Relations Group

The branch provides coordination and impetus to the strategic planning process in the ministry; ensures that strategic direction is communicated and strategic plans are developed; carries out research and program evaluation for the ministry; and reviews cost-sharing and other inter-governmental arrangements to ensure that these are conducive to the appropriate provision of services.

#### Personal Information Banks

None

### Affiliated Agencies

#### Child and Family Services Review Board

The board holds hearings and reviews decisions made under the Child and Family Services Act and the Day Nurseries Act, including decisions and recommendations regarding licensing, adoption information and placements, and residential placements of children. The board operates independently.

#### Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

#### Placement Review Files

**Location:** Children's Services Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name, address residential placement, reason for appeal, notice of hearing, related correspondence and reports, board's decision, transcripts of hearings. **Uses:** Review requests; make decisions. **Categories of Users:** Board members, staff. **Categories of Individuals in Bank:** Children on whose behalf appeals have been made. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, locked offices. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Child and Family Services Review Board, 700 Bay Street, Toronto, Ontario, M6G 1Z6, telephone: (416) 965-1871.

#### Custody Review Board

The board reviews placements and may hold hearings at the request of young persons in custody. The board has assumed the functions of the Training Schools Advisory Board and operates jointly with the Ministry of Correctional Services. The board operates independently.



## Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

### Custody Review Files

**Location:** Custody Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, Part IV. **Types of Information Maintained:** Name, date of birth, current placement, type of custody to be reviewed, reasons for request, notice of hearing, related correspondence, board's recommendations. **Uses:** Review requests; make recommendations. **Categories of Users:** Board members, staff. **Categories of Individuals in Bank:** Young offenders applying to the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, locked offices. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-1871.

### Secure Treatment Admissions

**Location:** Custody Review Board Unit, 700 Bay Street, Toronto. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55. **Types of Information Maintained:** Name, address, relationship to child, child's name, address, date of birth, name of secure treatment unit applied for, consent of unit's director, supporting data/evidence, reports on hearings, tapes of hearings, board's recommendations, progress reports. **Uses:** Monitor admissions to secure treatment facilities. **Categories of Users:** Secure Treatment Admissions Committee and board staff. **Categories of Individuals in Bank:** Young persons for whom secure treatment admission has been requested. **Policies and Practices – Storage:** Paper, audiotapes. **Retrievability:** Name. **Access Controls:** Locked cabinets, locked offices. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-1871.

### Wards – Training Schools Advisory Board

**Location:** Training Schools Advisory Board, 700 Bay Street, Toronto. **Legal Authority:** Young Offenders' Implementation Act, S.O. 1984, c.19. **Types of Information Maintained:** Legal documents, reports and correspondence regarding the ward's background, past, present or proposed residences, progress and future plans. **Uses:** Review and determine ward's placement plans; make recommendations regarding wardship. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Juveniles committed to training schools prior to April 2, 1984. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and institution file number. **Access Controls:** Locked cabinets, locked offices. **Retention and Disposal:** Two years after termination of wardship, then destroyed; select files to archives. **Official Responsible:** Chairman, Custody Review Board, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-1871.

## Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view. Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

### Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to orders in council. Information related to these payments is maintained by the ministry. On completion of the board's review, applications for review and related recommendations are forwarded to the appropriate office for retention in the appropriate case files.

## Social Assistance Review Board (SARB)

The board rules on clients' appeals of decisions made by provincial and municipal governments concerning family benefits assistance, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

### Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

### Social Assistance Appeal Case Files

**Location:** Social Assistance Review Board Unit, Macdonald Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Community and Social Services Act, R.S.O. 1980, c.273, s.6 and s.11. **Types of Information Maintained:** Notice of request for hearing, applicant's name, address, reason(s) for request, board's written notice of decision, application for reconsideration of the decision, related documentation. **Uses:** Conduct an appeal; issue notice of decision; prepare for divisional court appeals; compile annual statistical reports. **Categories of Users:** Board members and staff. **Categories of Individuals in Bank:** Applicants for social assistance review hearings. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Original decisions – five years after case closed, then transferred to archives; case files – four years after case closed, then destroyed. **Official Responsible:** Chair, Social Assistance Review Board, M1-56, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 1E9, telephone: (416) 965-1096.

## Soldiers' Aid Commission of Ontario

The commission provides emergency assistance to eligible war veterans and their dependants, and administers trust funds from bequests.

## Personal Information Banks

Contain information on cases brought before the commission.

### Soldiers' Aid Commission Grant List

**Location:** Soldiers' Aid Commission, 2nd Floor, 700 Bay Street, Toronto. **Legal Authority:** Soldiers' Aid Commission Act, R.S.O. 1960, c.377. **Types of Information Maintained:** Veteran's name, address, service information, family size, financial data, amount of grant paid to veteran or dependant(s). **Uses:** Establish eligibility for grants. **Categories of Users:** Soldiers' Aid commissioners and commission staff. **Categories of Individuals in Bank:** Grant recipients. **Policies and Practices – Storage:** Paper. **Retrievability:** Veteran's name. **Access Controls:** Locked cabinets, locked offices. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Chairman, Soldiers' Aid Commission, 2nd Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-4891.

## Access

Freedom of Information and Protection of Privacy Unit  
2nd Floor, 700 Bay Street  
Toronto, Ontario  
M5G 1Z6  
Telephone: (416) 963-2844



A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

## Regional Offices – Contact the Regional Director

Central Regional Office  
10th Floor, 2195 Yonge Street  
Toronto, Ontario  
M7A 1G2  
Telephone: (416) 963-1010

North Regional Office  
2nd Floor, 473 Queen Street East  
Sault Ste. Marie, Ontario  
P6A 1Z5  
Telephone: (705) 949-8052

Southeast Regional Office  
336 Alfred Street  
Kingston, Ontario  
K7L 3S5  
Telephone: (613) 548-6761

Southwest Regional Office  
5th Floor, 195 Dufferin Avenue  
London, Ontario  
N6A 1K7  
Telephone: (519) 438-8344

## Area Offices – Contact the Area Manager

Barrie Area Office  
P.O. Box 910, 34 Simcoe Street  
Barrie, Ontario  
L4M 1A1  
Telephone: (705) 737-1311

Hamilton Area Office  
P.O. Box 2112  
6th Floor, 119 King Street West  
Hamilton, Ontario  
L8N 3Z9  
Telephone: (416) 521-7290  
(including Arrell Observation and  
Detention Home for Children)

Kingston Area Office  
Suite 103, 1055 Princess Street  
Kingston, Ontario  
K7L 5T3  
Telephone: (613) 545-0539

London Area Office  
6th Floor, 495 Richmond Street  
London, Ontario  
N6A 5A9  
Telephone: (519) 438-5111  
(including London Juvenile Observation and  
Detention Home)

Mississauga Area Office  
Suite 212, 1140 Burnhamthorpe Road West  
Mississauga, Ontario  
L5C 4E9  
Telephone: (416) 897-3100

North Bay Area Office  
Suite 406, 222 McIntyre Street West  
North Bay, Ontario  
P1B 2Y8  
Telephone: (705) 474-4452

Ottawa Area Office  
7th Floor, 10 Rideau Street  
Ottawa, Ontario  
K1N 9J1  
Telephone: (613) 234-1188  
(including Ottawa Juvenile Observation  
and Detention Home)

Peterborough Area Office  
60 Hunter Street East  
Peterborough, Ontario  
K9H 1G5  
Telephone: (705) 743-1624

Sudbury Area Office  
Suite 1  
8th Floor, 111 Larch Street  
Sudbury, Ontario  
P3E 4T5  
Telephone: (705) 675-4515  
(including Sault Ste. Marie Juvenile Observation  
and Detention Home)

Thunder Bay Area Office  
3rd Floor, 710 Victoria Avenue  
Thunder Bay, Ontario  
P7C 5P7  
Telephone: (807) 475-1345

Toronto Area Office  
9th Floor,  
2195 Yonge Street  
Toronto, Ontario  
M7A 1G1  
Telephone: (416) 965-1433  
(including Toronto Juvenile Observation  
and Detention Home)

Waterloo Area Office  
5th Floor, Waterloo Square  
75 King Street South  
Waterloo, Ontario  
N2J 1P2  
Telephone: (519) 886-4700

Windsor Area Office  
1st Floor, Ontario Government Building  
250 Windsor Avenue  
Windsor, Ontario  
N9A 6V9  
Telephone: (519) 254-1651

## **Directly Operated Facilities**

**Regional Centre for Children and Adolescents** – Contact  
the Centre Director

Thistletown Regional Centre  
51 Panorama Court  
Rexdale, Ontario  
M9V 4L8  
Telephone: (416) 741-1210

Syl Apps Campus  
P.O. Box 356, 475 Iroquois Shore Road  
Oakville, Ontario  
L6J 5E8  
Telephone: (416) 844-4110

Rexdale Campus  
51 Panorama Court  
Rexdale, Ontario  
M9V 4L8  
Telephone: (416) 741-1210

## **Young Offenders Facility**

Project D.A.R.E.  
P.O. Box 2000  
South River, Ontario  
P0A 1X0  
Telephone: (705) 386-2376

**Facilities for the Developmentally Handicapped** –  
Contact the Administrator

Southwestern Regional Centre  
P.O. Box 1000  
Blenheim, Ontario  
N0P 1A0  
Telephone: (519) 676-5431

D'Arcy Place  
P.O. Box 2001, 700 D'Arcy Street  
Cobourg, Ontario  
K9A 4L5  
Telephone: (416) 372-3341

Adult Occupational Centre – Edgar  
P.O. Box 12000  
Barrie, Ontario  
L4M 4W3  
Telephone: (705) 728-6910

Muskoka Centre  
P.O. Box 280, Muskoka Road  
Gravenhurst, Ontario  
P0C 1G0  
Telephone: (705) 687-2201

Children's Psychiatric Research Institute  
P.O. Box 2460  
London, Ontario  
N6A 4G6  
Telephone: (519) 471-2540

Huron Regional Centre  
P.O. Box 1000  
Orillia, Ontario  
L6V 6L2  
Telephone: (705) 326-7361

Midwestern Regional Centre  
P.O. Box 400  
Palmerston, Ontario  
N0G 2P0  
Telephone: (519) 343-2015

Prince Edward Heights  
P.O. Box 440  
Picton, Ontario  
K0K 2T0  
Telephone: (613) 476-2104

Rideau Regional Centre  
P.O. Box 2000  
Smiths Falls, Ontario  
K7A 4T7  
Telephone: (613) 283-5533

Northwestern Regional Centre  
P.O. Box 3270  
580 North Algoma Street  
Thunder Bay, Ontario  
P7B 5J8  
Telephone: (807) 345-0576

Oxford Regional Centre  
P.O. Box 310  
Highway #59 North  
Woodstock, Ontario  
N4S 7X9  
Telephone: (519) 539-1251

# Conestoga College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Conestoga College of Applied Arts and Technology  
299 Doon Valley Drive  
Kitchener, Ontario  
N2G 4M4  
Telephone: (519) 653-2511

## Mandate

Conestoga College provides full- and part-time diploma and certificate programs, vocational preparation studies, apprenticeship training, continuing education studies, and employer-centred training. The college primarily serves the counties of Huron, Perth and Wellington and the Regional Municipality of Waterloo.

## Organization

The college is governed by a 17-member Board of Governors, to whom the President reports. The college has nine directorates reporting to the President, five campuses and twenty-two locations within the counties of Huron, Perth, Waterloo and Wellington.

## Divisions

### *Board of Governors*

The Board of Governors is responsible for establishing directions, policies and goals for the college and evaluating college operations and effectiveness. The Board has seven standing committees: Executive, Finance, Audit, Human Resources, Academic Programs and Advisory Committees, Property and Plant, and Operational Review Committees.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *The President's Office*

The President is chief executive officer, appointed by and responsible to the Board of Governors, with full authority to manage and direct the business and academic affairs of the college. The Long-Range Planning Project and the College Archives also report directly to the President.

### **Personal Information Banks**

None

## *Campuses*

Two directorates (one for the Doon Campus and the other for the Cambridge, Guelph, Stratford and Waterloo campuses) are responsible for the delivery of academic programs, and for the management of the human, financial and physical resources required for that delivery. The D.B. Detweiler Electrical Centre and the Woodworking Skills Development Centre are located on the Doon Campus.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
Library Users  
Student Counselling  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments  
Vocational Testing and Counselling

## *Central Student Services*

This directorate is responsible for a variety of student services in support of the teaching/learning and community-related activities of the college. Included are the Registrar's Office, Placement Office, financial aid, information services, the operation of the Kenneth E. Hunter (Conestoga) Recreation Centre, Athletics, Student Associations and Leisure Services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records  
Health and Medical Records  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Registration and Academic History  
Workers' Compensation

## *College Academic Programs and Development*

This directorate provides a central coordinating function for program development, curriculum development, curriculum records, operations planning, instructional resources and faculty development.

### **Personal Information Banks**

None

## *Computer Services*

This directorate advises on the acquisition and implementation of new computing technologies and facilitates cost-effective utilization of existing computing resources.



## Personal Information Banks

None

## Continuing Education

This directorate provides academic leadership in planning, promotion, operation and evaluation of diverse learning activities for adult part-time learners, including programs, credit and non-credit courses, seminars and conferences. Activities occur at five college campuses and at community locations. In addition, courses are offered to off-campus learners who, due to personal circumstances, using a variety of learning aids, choose to work at a distance from the instructor.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

### Student Applications

Also contain information on student evaluations of instructors.

## Course and Faculty Evaluation Instrument

**Location:** Continuing Education, 299 Doon Valley Drive, Kitchener. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, course title, course and instructor evaluation by student. **Uses:** Evaluate instructor's performance; improve quality of courses. **Categories of Users:** Continuing Education staff. **Categories of Individuals in Bank:** Instructors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Continuing Education, 299 Doon Valley Drive, Kitchener, Ontario, N2G 4M4, telephone: (519) 653-2511.

## Employer-Centred Training

The directorate provides clients (employers, employees, unemployed youth) with the information, consultative services, knowledge, skills, and training assistance required by the workplace.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees

## Finance and Administrative Operations Secretary-Treasurer of the Board of Governors

The directorate is a central administrative unit responsible for new construction, renovations, repairs, the budget process, financial reporting, accounting, payroll, pensions and benefits, purchasing, courier service, central stores, print shop and the bookstore. Corporate functions performed by the Secretary Treasurer of the Board include contracts, litigation, finance and budgets.

## Personal Information Banks

None

## Human Resource

The directorate administers a college-wide human resources function which includes employment equity, staff training and development, occupational health and safety, labour relations, wage and salary administration and effective staff relations.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Professional Development

## Access

Freedom of Information and Privacy Coordinator  
Conestoga College of Applied Arts and Technology  
299 Doon Valley Drive  
Kitchener, Ontario  
N2G 4M4  
Telephone: (519) 653-2511



A public reading room for the review of manuals and other information is open during regular office hours in the Administration Building, 299 Doon Valley Drive, Kitchener.

# Confederation College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Confederation College of Applied Arts and Technology  
Golf Links Road  
Thunder Bay, Ontario  
P7C 4W1  
Telephone: (807) 475-6110

## Mandate

Confederation College provides post-secondary, adult and continuing education and training in Technology, Applied Arts, Business and Health Sciences directed to the vocational, social and cultural realities of Northwestern Ontario.

## Organization

The college is governed by a Board of Governors to which the President reports as chief executive officer. The college is organized into three divisions with campuses located in Thunder Bay, Kenora, Fort Frances, Dryden, Geraldton and Marathon.

## Divisions

### *Board of Governors*

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are three Board committees: Audit; Finance/Property; and Student/Staff Relations. The Board establishes college goals and policies.

### Personal Information Banks

None

### *Office of the President*

Reporting to the Board of Governors, the President is responsible for the overall management of the college. The following functions report directly to the President: Vice-President, Academic, Vice-President, Administration, and Director, Employee Relations.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

## *Academic Division*

The Vice-President, Academic is responsible for the development and delivery of academic programs and courses in the fields of applied arts, health sciences, business and communications and technology and for the development of international programs. All academic deans and the International Programs Development Officer report to this position.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants  
Dental Clinic Patients  
FUTURES Program Applicants and Participants  
Library Users  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Student Appeals (disciplinary, administrative, academic)  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments

Also contain information on Northwest Enterprise Centre clients.

### Northwest Enterprise Centre Client Files

**Location:** Northwest Enterprise Centre, William Street, Thunder Bay and branch locations in Kenora, Marathon, Dryden and Fort Frances. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, business details of clients, progress reports. **Uses:** Documentation of client progress. **Categories of Users:** Program advisors. **Categories of Individuals in Bank:** Clients of programs offered by the Northwest Enterprise Centre. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Not determined. **Official Responsible:** Dean of Business and Communications, Confederation College, Golf Links Road, Thunder Bay, Ontario, P7C 4W1, telephone: (807) 475-6110.

## *Administration Division*

The Vice-President, Administration, is responsible for the financial management of the college and a variety of support services. The units which report to this position are the Registrar, Plant, Management Information Systems and Planning, Bursar, Fitness and Health Services, Placement and Career Services, Food Services and Finance and Budget Analysis.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Graduate and Alumni Records

Health and Medical Records  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Applications  
Student Athletics and Fitness Programs  
Student Registration and Academic History

## *Employee Relations Division*

The Director of Employee Relations is responsible for the human resource management of the college and provides services through staff relations, salary and benefits administration, staff training and development, employment equity and student counselling and development activities.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
(payroll portion in Administration Division)  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Student Counselling  
Vocational Testing and Counselling  
Workers' Compensation

Also contain information on participation in the Non-Traditional Occupations Project.

### **Non-Traditional Occupations Project Client Files**

**Location:** Student Development, Confederation College, Golf Links Road, Thunder Bay. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, address, telephone number, test results, application forms, health forms. **Uses:** Longitudinal study of education and career choices of students. **Categories of Users:** Program evaluator. **Categories of Individuals in Bank:** Students participating in program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Student Development, Confederation College, Golf Links Road, Thunder Bay, Ontario, P7C 4W1, telephone: (807) 475-6110.

## **Access**

Freedom of Information and Privacy Coordinator  
Confederation College of Applied Arts and Technology  
P.O. Box 398, Postal Station F  
Golf Links Road  
Thunder Bay, Ontario  
P7C 4W1  
Telephone: (807) 475-6110



A public reading room for the review of manuals and other information is open during regular office hours at Golf Links Road, Thunder Bay.

# Ministry of Consumer and Commercial Relations

## Head

Minister of Consumer and Commercial Relations  
9th Floor, 555 Yonge Street  
Toronto, Ontario  
M7A 2H6  
Telephone: (416) 963-0311

## Mandate

The purpose of the ministry is to inform, serve and protect the public, participants, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration and inspection and is involved in consumer education and protection.

## Organization

Head office is in Toronto. The ministry comprises five divisions: Business Practices; Information Technology; Registration; Support Services; and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Ontario Film Review Board; Commercial Registration Appeal Tribunal; Liquor Licence Board of Ontario; Ontario Racing Commission; and the Operating Engineers Board of Review.

## Divisions

### *Office of the Deputy Minister*

Provides staff support to the deputy minister and includes the Legal Services Branch which provides legal services to the ministry.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Performance Management

### *Policy and Planning Branch*

Provides advice and analysis on policy development, strategic planning, economic analysis, research and emerging environmental trends.

### Personal Information Banks

None

## *Business Practices Division*

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section and three branches including several registration and licensing sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

### Personal Information Banks

Contain information on individuals and businesses applying for or maintaining registration under various Acts, Ontario cemeteries, condominium corporate structures, projectionists, film and videotape distributors and retailers, projection equipment and theatres, and consumer correspondence and complaints.

### Athletics Control Act – Licences

**Location:** Athletic Commissioner's Office, 10 Wellesley Street East, Toronto. **Legal Authority:** Athletics Control Act, R.S.O. 1980, c.34, s.13. **Types of Information Maintained:** Name, address, date of birth, citizenship, physical description, photographs, marital status, police record, employer, boxer's fight record, number of shows promoted by each promoter, income, revenue, officials' fees, general correspondence, letters of complaint, contracts, copies of cheques, recent medical information on boxers and kickboxers. **Uses:** Determine suitability of applicant to hold a licence; determine whether or not licence is in good standing; ensure licensee operates in accordance with act; investigation purposes. **Categories of Users:** Commissioner's staff. **Categories of Individuals in Bank:** Individuals and companies applying for licences (e.g., professional boxer, wrestler, kickboxer, manager, promoter, second, referee, official). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, corporate name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Ontario Athletics Commissioner, 10 Wellesley Street East, Toronto, Ontario, M7A 2H8, telephone: (416) 963-0272.

### Bailiffs' Appointments

**Location:** Bailiffs Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Bailiffs Act, R.S.O. 1980, c.37, s.9. **Types of Information Maintained:** Name, address, date of birth, employment history, financial information, criminal convictions, business involvement, citizenship, qualifications, sponsor, complaints, credit information, judgements, inspections. **Uses:** Record appointments; ensure fitness for registration. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals or corporations appointed under act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, corporate name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Registrar, Bailiffs Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0366.



## Cemeteries Act – Records

**Location:** Cemeteries Act Regulation Office, 101 Bloor Street West, Toronto. **Legal Authority:** Cemeteries Act, R.S.O. 1980, c.59, s.2. **Types of Information Maintained:** Name, address, trust fund statements, building and/or plot plans of known cemeteries in Ontario, cemetery complaints, tariff rate filings, rules and regulations, deeds or certificates of sale, applications for new establishments, closures and inspection reports. **Uses:** Ensure compliance under the act; investigation purposes. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Cemetery officials, complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** County number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eighteen years, then transferred to archives. **Official Responsible:** Manager, Cemeteries Branch, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0511.

## Commercial Registration, Enquiry, Data and Information Tracking System (CREDITS) Computer System

**Location:** Business Regulation Branch, 555 Yonge Street, Toronto. **Legal Authority:** Thirty-three licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions provide authority for this bank. For specific information about the legal authority for particular collections refer requests to Official Responsible. **Types of Information Maintained:** Name, address, date of birth, employment, financial history, criminal offences, principal shareholders, directors, officers, business involvement, citizenship, qualifications, education and sponsor, administrative actions (proposals, registrar cease and desist orders). **Uses:** Determine fitness for registration under appropriate act; investigation purposes under above statutes. **Categories of Users:** Business Practices Division staff, Ministry of Financial Institutions, Ontario Securities Commission. **Categories of Individuals in Bank:** Businesses, officers, directors, shareholders and employees in itinerant sales, consumer reporting and collection agencies, motor-vehicle dealerships, real estate and business brokerages, travel agencies and travel wholesalers, insurance agents and adjusters, investment contract salespersons; individuals and companies seeking registration; non-registrants; user staff. **Policies and Practices – Storage:** Microfiche, computer. **Retrievability:** Name, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Central Registration, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0444.

## Complaints – Investigation Records

**Location:** Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5; Collection Agencies Act, R.S.O. 1980, c.73; as amended S.O. 1983, c.32, s.3; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2; Criminal Code, R.S.C. 1970, c.C-34, s.25; Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Types of Information Maintained:** Name,

current and former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. **Uses:** Investigation and prosecution purposes; determine fitness for registration. **Categories of Users:** Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General, and the Solicitor General, law enforcement agencies of the federal and other provincial governments. **Categories of Individuals in Bank:** Individuals and corporations subject to investigation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, company name, registration number, control number. **Access Controls:** Locked cabinets, locked computer. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0302.

## Condominium Records

**Location:** Real Estate and Business Brokers Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Condominium Act, R.S.O. 1980, c.84. **Types of Information Maintained:** Name and address. **Uses:** Assist condominium corporations and prospective purchasers. **Categories of Users:** Lawyers acting on behalf of prospective purchasers, ministry staff. **Categories of Individuals in Bank:** Officers and directors of condominium developments (corporations). **Policies and Practices – Storage:** Paper. **Retrievability:** Condominium corporation number, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Real Estate and Business Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0414.

## Consumer Services Branch – Complaints

**Location:** Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario; Regional Consumer Services Bureaus in Hamilton, London, Windsor, Peterborough, Sudbury, Thunder Bay and Ottawa. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Ministry of Consumer and Commercial Relations Act, R.S.O. 1980, c.274; as amended, S.O. 1981, c.57 and S.O. 1984, c.5; Bailiffs Act, R.S.O. 1980, c.37; Business Practices Act, R.S.O. 1980, c.55; Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32; Condominium Act, R.S.O. 1980, c.84; Consumer Protection Bureau Act, R.S.O. 1980, c.88; Consumer Protection Act, R.S.O. 1980, c.87; Consumer Reporting Act, R.S.O. 1980, c.89; Discriminatory Business Practices Act, R.S.O. 1980, c.119, s.7(4); Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31; Real Estate and Business Brokers Act, R.S.O. 1980, c.431; Paperback and Periodical Distributors Act, R.S.O. 1980, c.366; Residential Complex Sales Representation Act, S.O. 1983, c.67; Travel Industry Act, R.S.O. 1980, c.509. **Types of Information Maintained:** Name, address and telephone number of complainants and person/company against whom complaint is made, complaint information, notes and correspondence. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals filing complaints with the

Toronto Consumer Services Bureau and companies/vendors of goods and services. **Policies and Practices – Storage:** Paper, microimages, computer. **Retrievability:** Access file number, consumer's name, company name. **Access Controls:** Locked cabinets, locked computer. **Retention and Disposal:** Up to 100 years, then destroyed; select files to archives. **Official Responsible:** Director, Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0302.

#### Consumers' Correspondence

**Location:** Theatres Section, Entertainment Standards Branch, 1075 Millwood Road, Toronto. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c.56, s.3. **Types of Information Maintained:** Name, address, correspondence. **Uses:** Maintain consumer correspondence concerning censorship policy and decisions. **Categories of Users:** Theatres Section staff. **Categories of Individuals in Bank:** Consumers corresponding with Theatres Section. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Entertainment Standards Branch, 1075 Millwood Road, Toronto, Ontario, M4G 1X6, telephone: (416) 421-2462.

#### Licensee Compliance and Inspection Records

**Location:** Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto. **Legal Authority:** Collection Agencies Act, R.S.O. 1980, c.73; as amended, S.O. 1983, c.32; Consumer Protection Act, R.S.O. 1980, c.87, s.3; Consumer Reporting Act, R.S.O. 1980, c.89, s.2; Motor Vehicle Dealers Act, R.S.O. 1980, c.299; as amended, S.O. 1983, c.31, s.2; Real Estate and Business Brokers Act, R.S.O. 1980, c.431, s.2; Travel Industry Act, R.S.O. 1980, c.509, s.2. **Types of Information Maintained:** Name, business and home addresses, telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principal shareholders, directors, officers and employees of non-registered businesses. **Uses:** Ensure businesses comply with appropriate act; provide registrars with reference when processing registrations. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Principal shareholders, directors, officers, employees of non-registered businesses and registrants under acts administered by division. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, registration number, assignment number. **Access Controls:** Locked cabinets, locked computer. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Consumer Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0302.

#### Licences – Film Projectionists, Theatre Owners, Film Exchanges, Theatres, Distributors and Retail Stores

**Location:** Entertainment Standards Branch, 10 Wellesley Street East, Toronto. **Legal Authority:** Theatres Act, R.S.O. 1980, c.498; as amended, S.O. 1984, c.56. **Types of Information Maintained:** Name, address, photograph, examination results. **Uses:** Issue licences. **Categories of**

**Users:** Theatres Section staff. **Categories of Individuals in Bank:** Film projectionists, theatre owners, distributors, exhibitors, retail store owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Director, Entertainment Standards Branch, 10 Wellesley Street East, Toronto, Ontario, M7A 2H8, telephone: (416) 963-0272.

#### Licences – Lotteries

**Location:** Lotteries Regulation Office, 10 Wellesley Street East, Toronto. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34, s.189 and s.190; Orders in Council 70/70 and 274/70, as amended, 2639/73. **Types of Information Maintained:** Name, address, date of birth, telephone number, organization, licence number, lottery complaints, complainant's name, address, municipality, subject of complaint, licence number, resolution. **Uses:** Determine whether or not organizations and individuals are licensed; ensure licensee operates according to terms and conditions of the licence; calculate fees and refunds to municipalities. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and organizations applying for or in possession of a lottery or bingo licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality name, organization's/individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Entertainment Standards Branch, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0272.

#### Registrations – Paperback and Periodical Distributors

**Location:** Paperback and Periodical Distributors Act Office, 555 Yonge Street, Toronto. **Legal Authority:** Paperback and Periodical Distributors Act, R.S.O. 1980, c.366. **Types of Information Maintained:** Name, address, date of birth, employment history, financial history, criminal record, business involvement, citizenship, qualifications, sponsor, credit information, judgements, inspections. **Uses:** Ensure applicants meet requirements for registration; record registration status. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Registered distributors, individuals and corporations applying for, maintaining or denied registration. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's/applicant's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after file becomes inactive, then destroyed. **Official Responsible:** Registrar, Paperback and Periodical Distributors Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0366.

### Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information-technology issues.

## Personal Information Banks

None

### Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises: Assistant Deputy Minister's Office; Real Property Registration; Property Law; Personal Property Registration; Companies; and Registrar General Branches.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Performance Management

Also contain information relating to births, deaths, marriages, stillbirths, parentage, adoptions, divorces and name changes.

### Vital Statistics

**Location:** Registrar General Branch, Macdonald Block, 900 Bay Street, Toronto. **Legal Authority:** Marriage Act, R.S.O. 1980, c.256, s.3; Vital Statistics Act, R.S.O. 1980, c.524; as amended, S.O. 1983, c.34 and S.O. 1986, c.9, s.2; Change of Name Act, S.O. 1986, c.7. **Types of Information Maintained:** Name, address, date of birth, sex, marital status, religion, physician, Social Insurance Number, occupation, medical information (cause of death, number of pregnancies, term of pregnancies). **Uses:** Register and record Ontario births, deaths, marriages, still-births, parentage, adoptions, divorces, name changes, gender re-assignments; compile annual statistics relating to births, deaths, marriages, divorces and still-births. **Categories of Users:** Branch staff. Select information to Division registrars, researchers, law-enforcement personnel, children's aid societies and select staff of Health and Welfare Canada. **Categories of Individuals in Bank:** Persons born, married, divorced or deceased, changing their name or sex, or declaring parentage in Ontario. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, file number, registration number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Deputy Registrar General, Registrar General Branch, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 1Y5, telephone: (416) 965-2274.

### Support Services Division

Provides support and control services to the ministry and its agencies. The Communications Branch provides consumer information and education. The division comprises: Communications Services; Finance and Administrative Services; Office of the French Language Coordinator; Personnel Services; Internal Audit; and the Information and Privacy Office.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training (Human Resources Database)  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Ombudsman/Human Rights Commission  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

### Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, amusement devices, pressure vessels, hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

## Personal Information Banks

Contain information on registrations, inspections and complaints.

### Alternate Fuels – Vehicle Inspection Reports

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3. **Types of Information Maintained:** Name, address, vehicle identification number, licence plate number, vehicle make and model, manufacturer and year of propane tanks, type of fuel, inspection information, technical data. **Uses:** Identify individuals and owners of vehicles powered by alternate fuel source; collect data to determine future inspections. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and companies owning vehicles powered by an alternate fuel source. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, file number, vehicle identification number, plate number, "U" sticker number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.



## Certificates of Competency – Boilers and Pressure Vessels

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.3. **Types of Information Maintained:** Name, address, certificate number, issue and renewal dates, technical education, experience. **Uses:** Provide record of certificate holders. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Boiler and pressure-vessel certificate-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until certificate-holder's death, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

## Certified Operating Engineers

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Operating Engineers Act, R.S.O. 1980, c.363; as amended, S.O. 1982, c.42, s.3. **Types of Information Maintained:** Name, address, classification, date of birth, qualifying work experience, offences under the act, certificate number, issue and renewal dates. **Uses:** Provide record of certified operating engineers. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Certified operating engineers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Certificate number, name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Until certified operating engineer's death, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

## Gasoline and Propane Facilities – Transporters' Licences and Contractors' Registrations

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3; Gasoline Handling Act, R.S.O. 1980, c.185, s.8. **Types of Information Maintained:** Name, address, licence or registration number, payment, issue and expiry dates. **Uses:** Determine renewal payments and fitness for licence or registration. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals and businesses applying for a registration (contracting company) or licence to operate gasoline facilities, propane facilities and companies distributing natural gas and oil, company's officers and directors. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, address, licence or registration number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.

## Licencees – Inspection Reports

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name, address, telephone number, inspection reports. **Uses:** Provide record of inspections; follow up on inspections. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Home hobby operators and manufacturers who have been inspected. **Policies and Practices – Storage:** Paper. **Retrievability:** Individuals/company's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

## Natural Gas and Propane Fitters and Handlers, Oil Burner Mechanics and Pipeline Inspectors – Applications

**Location:** Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Energy Act, R.S.O. 1980, c.139, s.3. **Types of Information Maintained:** Name, address, date of birth, Social Insurance Number, certificate category and number, payment, issue and expiry dates. **Uses:** Certify or upgrade certificate-holders; determine renewal payments. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Natural gas and propane fitters and handlers, oil burner mechanics, pipeline inspectors. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, certificate number, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Office Administrator, Fuels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-2948.

## Renovators, Home Hobby Operators and Manufacturers – Registration

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name, address, telephone number. **Uses:** Determine fitness for registration. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Renovators, home hobby operators, manufacturers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

## Upholstered and Stuffed Articles Branch – Complaints

**Location:** Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Upholstered and Stuffed Articles Act, R.S.O. 1980, c.517, s.3. **Types of Information Maintained:** Name,



address of complainant, person/company against whom complaint is made, correspondence. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch administrative and inspection staff. **Categories of Individuals in Bank:** Complainants, home hobby operators, manufacturers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Registrar, Upholstered and Stuffed Articles Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-4853.

#### Welders – Performance Tests

**Location:** Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto. **Legal Authority:** Boilers and Pressure Vessels Act, R.S.O. 1980, c.46; as amended, S.O. 1983, c.33, s.3. **Types of Information Maintained:** Name, address, employer's name and address, test details, expiry date of identification card. **Uses:** Provide record of tested welders. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Skilled pressure-part welders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after test, then destroyed. **Official Responsible:** Office Manager, Pressure Vessels Safety Branch, Shipp Centre, West Tower, 3300 Bloor Street West, Toronto, Ontario, M8X 2X4, telephone: (416) 239-7796.

## Affiliated Agencies

### *Board of Review Under the Operating Engineers Act*

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators.

#### Personal Information Banks

None

### *Commercial Registration Appeal Tribunals*

The tribunal holds public hearings on appeals to review administrative decisions and provides an independent, inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 15 statutes including the Liquor Licence Act.

#### Personal Information Banks

Contain information on public hearings.

#### Tribunal Hearings

**Location:** Commercial Registration Appeal Tribunal, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Registration

and licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions. **Types of Information Maintained:** Solicitor's or applicant's name, address, telephone number, company name, exhibit information. **Uses:** Prepare hearing. **Categories of Users:** Tribunal administrative staff. **Categories of Individuals in Bank:** Appellants, claimants, solicitors. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name or company name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 15 days after a Tribunal decision, then exhibits only are returned to parties concerned or transferred with file to archives. **Official Responsible:** Registrar, Commercial Registration Appeal Tribunal, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 965-7798.

## *Liquor Licence Board of Ontario*

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic beverages; licenses manufacturers of beer, wine and spirits; and issues Ontario Photo Cards.

#### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained, with the exception that the legal authority is the Liquor Licence Act.

- Career Planning/Training
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Job Competitions
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain information on registrants, applications for Ontario Photo Cards, Registered Representative Cards and special occasion permits.

#### Attendance Recording System/Payroll Personnel and Employee Benefits System

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, education, medical information, work history, salary data. **Uses:** Issue pay cheques; compile statistical reports. **Categories of Users:** Authorized ministry management staff, Personnel and Finance Sections staff. Select information to the Ontario Public Service Employees Union, insurance companies, banks and Workers' Compensation Board. **Categories of Individuals in Bank:** Government employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number,

data element field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Attendance records retained up to 50 years after termination, then destroyed; payroll, personnel and employee benefits records retained up to 50 years after termination, then transferred to archives. **Official Responsible:** Personnel Manager, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-3749.

### **Liquor Licences – Applications and Record of Establishments**

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, preliminary survey, final report, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, minutes of disciplinary hearings, club membership lists, licence renewal applications, licence transfer applications. **Uses:** Maintain historical record of establishment and licensee; assess licensee's suitability, prior to issuing initial licence. **Categories of Users:** Board staff, authorized staff of the Ontario Provincial Police. **Categories of Individuals in Bank:** Applicants, licence-holders, shareholders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Licence number, licensee name, establishment name, licensed area. **Access Controls:** Locked room. **Retention and Disposal:** Paper retained up to 21 years, then destroyed; select files to archives. Retention for computer files not determined. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5W 1A4, telephone: (416) 965-4657.

### **Ontario Photo Cards – Applications**

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, telephone number, date of birth, photographs, applicant's certificate, guarantor's certificate. **Uses:** Assess applicant's suitability for an Ontario Photo Card. **Categories of Users:** Board staff, authorized police staff. **Categories of Individuals in Bank:** Applicants, card-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

### **Registered Representative Cards – Applications**

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.38 and s.44. **Types of Information Maintained:** Name, address, telephone number, employer, criminal record. **Uses:** Assess applicant's suitability for a

Registered Representative Card. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Applicants, card-holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

### **Special Occasion Permits – Applications**

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, location, date and time of event, amounts of spirits, expected attendance. **Uses:** Issue special occasion permits; reconcile inventory and monies. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Control number, date, zone number, organization name, individual's name, location name. **Access Controls:** Locked room. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

### **Special Occasion Permits – Applications for Diplomats and Consular Officers of Career**

**Location:** Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address, name of mission, address and specific location of building, function date, time and duration, expected attendance, name and rank of function host. **Uses:** Issue permits. **Categories of Users:** Board staff. **Categories of Individuals in Bank:** Diplomats and consular officers of career. **Policies and Practices – Storage:** Paper. **Retrievability:** Serial number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director of Licensing and Permits, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4657.

## **Ontario Film Review Board**

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

### **Personal Information Banks**

None

## **Ontario Racing Commission**

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The

commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program; and the Race Track Assistance Program.

## Personal Information Banks

Contain information on track operators, and registration of standardbred and thoroughbred horses in the province.

### Owners of Standardbred and Thoroughbred One-Year-Olds and Three-Year-Olds – Applications

**Location:** Ontario Racing Commission, 180 Dundas Street West, Toronto. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Types of Information Maintained:** Name, address, telephone number, height, weight, complexion, hair and eye colour, peculiarities, marital status, place and date of birth, arrival date in Canada, sex, OHIP, next-of-kin, criminal record, language, driver's licence, employment off track, fingerprints, date of amputation, nationality. **Uses:** Issue licences; identification purposes. **Categories of Users:** Commission staff, authorized staff of the Canadian Trotting Association and Ontario Provincial Police. **Categories of Individuals in Bank:** Standardbred and thoroughbred owners whose involvement in the industry requires access to the backstretch area of race tracks, individuals working at the track as participants (grooms, trainers, drivers, jockeys, etc.) or mutual employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Canadian Trotting Association number, Ontario Racing Commission licence number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years after file becomes inactive, then transferred to archives. **Official Responsible:** Secretary-Treasurer, Ontario Racing Commission, 180 Dundas Street West, Toronto, Ontario, M5G 1Z8, telephone: (416) 963-0520.

### Race Track Operators – Personal History Records and Licences

**Location:** Ontario Racing Commission, 180 Dundas Street West, Toronto. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Types of Information Maintained:** Name, address, number and type of shares, number of votes, citizenship, sex, date of birth, age, marital status, maiden name, husband's name, address, occupation, past race licensing history, past and present racing business interests, education, name and address of references, employment record, criminal record, information concerning refusal of licences, affiliation with other tracks. **Uses:** Monitor individuals controlling the operation of race tracks in Ontario. **Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Applicants, general manager, officers, directors, members of the management or executive committee of the race track. **Policies and Practices – Storage:** Paper. **Retrievability:** Track name, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Up to 20 years, then transferred to archives. **Official Responsible:** Secretary-Treasurer, Ontario Racing Commission, 180 Dundas Street West, Toronto, Ontario, M5G 1Z8, telephone: (416) 963-0520.

## Public Records

Information in these records is available to the general public upon application and, in some cases, after payment of a fee. Contain information related to personal property bills of sale, administration of the Business Practices Act, business, land, personal property security, standard stallion registrations and attendance records of public meetings of the Liquor Licence Board.

### Bills of Sale – Registration (Registration Division)

**Purpose:** Register personal property bills of sale. **Legal Authority:** Bills of Sale Act, R.S.O. 1980, c.43, s.8. **Types of Information Maintained:** Name, address, financial information, description of property on bill of sale. **Policies and Practices – Retrievability:** Names of parties involved. **Retention and Disposal:** 20 years following initial or renewed registration, then destroyed. **Access Procedures:** Searches may be requested in person only at any one of 49 Personal Property Registration Branch offices. Fees payable. Refer to the KWIC Index for addresses.

### Business Practices Act – Administrative Actions (Business Practices Division)

**Purpose:** Record administrative actions taken under the act. **Legal Authority:** Business Practices Act, R.S.O. 1980, c.55, s.5. **Types of Information Maintained:** Names and addresses of individuals involved in proposals, Assurances of Voluntary Compliance, director's Cease and Desist Orders. **Policies and Practices – Retrievability:** Company's/individual's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only by contacting the Ministry of Consumer and Commercial Relations Library, Main Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0200; or the Director, Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0302.

### Companies Database (Registration Division)

**Purpose:** Record basic information concerning business entities carrying on business in Ontario. **Legal Authority:** Business Corporations Act, S.O. 1982, c.4; Corporation Securities Registration Act, R.S.O. 1980, c.94, s.11; Corporations Information Act, R.S.O. 1980, c.96; as amended, S.O. 1982, c.23 and S.O. 1984, c.3; Limited Partnerships Act, R.S.O. 1980, c.241; Partnerships Act, R.S.O. 1980, c.370; Partnerships Registration Act, R.S.O. 1980, c.371; Extra-Provincial Corporations Act, S.O. 1984, c.14; Corporations Act, R.S.O. 1980, c.95. **Types of Information Maintained:** Active and inactive corporations, current and former office addresses, names and residential addresses of current and former directors and officers, sole proprietorships, partnerships, corporate registrations of business names or style, names, business and home addresses of individuals, business purpose. **Policies and Practices – Retrievability:** Corporate records – exact name of record, corporation number; sole proprietorships, partnerships and business names or styles – exact name of business entity. **Retention and Disposal:** Corporate records – not determined; sole proprietorships, partnerships and business names or styles



– five years following expiry or withdrawal of registration, then transferred to archives. **Access Procedures:** Searches which produce copies of documents, certified copies of documents and certificates of status are provided on a fee-for-service basis. Searches may be carried out over-the-counter in the public office of the Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6. Mailed requests for data, certificates or information from corporate records should be addressed to Controller of Records, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3736. Mailed requests for copies of sole proprietorships, partnerships or business name or style registrations should be addressed to Registrar of Partnerships, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3739.

### Land Registration System (Registration Division)

**Purpose:** Register land transactions in Ontario. **Legal Authority:** Land Titles Act, R.S.O. 1980, c.230; as amended, S.O. 1982, c.47 and S.O. 1984, c.32, s.2; Registry Act, R.S.O. 1980, c.445; as amended, S.O. 1981, c.17, S.O. 1982, c.46 and S.O. 1984, c.32, s.2; Certification of Titles Act, R.S.O. 1980, c.61; as amended, S.O. 1982, c.38, s.2; Boundaries Act, R.S.O. 1980, c.47, s.2; Condominium Act, R.S.O. 1980, c.84, s.5; Land Registration Reform Act, S.O. 1984, c.32, s.8. **Types of Information Maintained:** Transferor's and spouse's name, address for service, transferee's name, address for service, chargor's and spouse's name, address for service, chargee's name, address for service, solicitors, property identifiers, consideration, legal description of property, financial particulars, assessment roll number, municipal property address, registration date and number, type of discharge, other parties' names and addresses for service. **Policies and Practices – Retrievability:** Lot, plan or concession number, parcel number, property identification number (PIN). **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person only at any one of 65 Land Registry offices. Fees payable. Refer to the KWIC Index for addresses.

### Ontario Sires Stakes – Stallion Registrations (Ontario Racing Commission)

**Purpose:** Establish ownership of stallions in Ontario; ensure conditions of eligibility. **Legal Authority:** Racing Commission Act, R.S.O. 1980, c.429; as amended, S.O. 1981, c.33, s.11. **Types of Information Maintained:** Name, address, telephone number of stallion's owner. **Policies and Practices – Retrievability:** Name of horse, owner. **Retention and Disposal:** Five years, then transferred to archives. **Access Procedures:** Searches may be requested in person or by mail by contacting Secretary-Treasurer, Ontario Racing Commission, Ministry of Consumer and Commercial Relations, 180 Dundas Street West, Toronto, Ontario, M5G 1Z8, telephone: (416) 963-0520. No fees payable.

### Personal Property Security Registration System (Registration Division)

**Purpose:** Register security interests in personal property in Ontario. **Legal Authority:** Personal Property Security Act, R.S.O. 1980, c.375; as amended, S.O. 1981, c.2 and c.58, s.41 and s.42. **Types of Information Maintained:** Name, address, date of birth, sex of debtor, secured party and registering agent, collateral, classification/description, registration number, amendment and discharge particulars. **Policies and Practices – Retrievability:** Name of person or body creating security interest (debtor), motor-vehicle serial number. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person or by mail by contacting any one of the 49 Personal Property Registration offices. Telephone enquiries may also be made by users with deposit accounts. Refer to the blue pages of the local telephone directory for addresses.

### Public Meetings and Hearings – Attendance (Liquor Licence Board of Ontario)

**Purpose:** Record attendance regarding applications for licence or licensed establishments. **Legal Authority:** Liquor Licence Act, R.S.O. 1980, c.244; as amended, S.O. 1981, c.1 and S.O. 1984, c.4, s.2. **Types of Information Maintained:** Name, address. **Policies and Practices – Retrievability:** Licence number, individuals'/establishment's name. **Retention and Disposal:** Not determined. **Access Procedures:** Searches may be requested in person, by mail or telephone by contacting Solicitor, Legal Services Branch, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-4654.

## Access

Information and Privacy Coordinator  
Ministry of Consumer and Commercial Relations  
5th Floor, 10 Wellesley Street East  
Toronto, Ontario  
M7A 2H8  
Telephone: (416) 963-3671  
TDD: (416) 963-0808



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.



# Ministry of Correctional Services

## Head

Minister of Correctional Services  
Room 5320, Whitney Block  
Queen's Park  
Toronto, Ontario  
M7A 1A2  
Telephone: (416) 965-5952

## Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are: remanded into custody; sentenced to custodial terms of less than two years; sentenced to community correctional programs; released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

## Organization

The ministry comprises two divisions, seven branches, five regional offices, three affiliated agencies with the head office in Scarborough and 284 field offices/institutions. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

## Divisions

### Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises five branches: Policy and Corporate Planning; Human Resources Management; Management Information Systems; Finance and Administrative Services; and Communications.

### Personal Information Banks

Personnel-related and are used for general administration and accounting processes. The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Workers' Compensation

### Finance Records

**Location:** Finance and Administrative Services Branch, 2001 Eglinton Avenue East, Scarborough. Also institutions and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, as amended; R.R.O. 1980, Reg. 881, as amended; Financial Administration Act, R.S.O. 1980, c.161, as amended; Ministry of Treasury and Economics Act, R.S.O. 1980, c.291. **Types of Information Maintained:** Name, Social Insurance Number, work location, overtime/shift premium hours, earnings, deductions, hours worked, particulars of goods or services, travel and other expenses of employees. **Uses:** Payroll preparation; payment or reimbursement to vendors and employees. **Categories of Users:** Ministry administrative and financial staff. **Categories of Individuals in Bank:** Employees, vendors of supplies and services. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number or a data element/field. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Two to seven years, then destroyed. **Official Responsible:** Director of Finance and Administrative Services, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3450.

### Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 45 institutions, three treatment centres, 84 open and secure custody centres for young offenders, 126 probation and parole offices, 32 community resource centres, and one satellite camp. Division has two branches – Offender Programming and Operational Support, and Community Corrections.

### Personal Information Banks

Contain information relating to offenders in either custodial or community care of the ministry.

### Bailiff Inmate Reference Cards and Trip Records

**Location:** Offender Programming and Operational Support Branch, 2001 Eglinton Avenue East, Scarborough. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Types of Information Maintained:** Name, reference number, places of incarceration, offences, sentences and potential security/care problems. **Uses:** Quick reference; document transfer of inmates between institutions. **Categories of Users:** Administrative and support staff, project officers, senior bailiffs, auditors, inspectors. **Categories of Individuals in Bank:** Inmates, bailiffs. **Policies and Practices – Storage:** Cards, paper, computer. **Retrievability:** Name, date of transfer. **Access Controls:** Locked cabinets, access controlled by senior bailiff or

support staff. **Retention and Disposal:** Two months to two years, then destroyed; computer records periodically purged. **Official Responsible:** Manager, Program Support and Coordination, Offender Programming and Operational Support Branch, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3380.

### Correctional Clinical/Treatment Records

**Location:** Adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Types of Information Maintained:** Name, age or date of birth, results of medical examination, medication ordered and provided, clinical/treatment data. **Uses:** Assist authorized personnel in administering required medical/clinical services to inmates. **Categories of Users:** Medical/clinical personnel. **Categories of Individuals in Bank:** Inmates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or reference numbers assigned by institutions. **Access Controls:** Locked cabinets, access controlled by medical/clinical staff. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Senior Medical Advisor and Manager, Health and Professional Services, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3546.

### Inmate Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Types of Information Maintained:** Name, date of birth, RCMP fingerprint reference codes, physical description, names and addresses of next-of-kin, education, employment history, offence and sentence data, record of belongings, entitlements such as remission, allowances, reports, assessments, classification, and any related correspondence. **Uses:** Identify inmates; assist in their placement in rehabilitation programs; ensure adherence to court sentences. **Categories of Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators. **Categories of Individuals in Bank:** Inmates. **Policies and Practices – Storage:** Paper, computer or microfilm. **Retrievability:** Name, date of birth, reference numbers assigned by ministry field offices or RCMP fingerprint section. **Access Controls:** Locked cabinets, access controlled by file custodians, computer password. **Retention and Disposal:** Paper retained 10 years following year of release, then destroyed or transferred to archives; microfilm kept in accordance with ministry criteria for at least 5 years, then transferred to archives; selected computer records purged periodically according to established criteria and procedures. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Institutional Administration and Control Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also adult correctional institutions. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275 as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. **Types of Information Maintained:** Name, reference number, date and nature of activities including reminders, records of belongings, medication/drug usage or administration, fines, correspondence control, trust accounts of personal funds, allowances and remissions earned, admissions, releases, court appearances, classification, incident, and misconduct reports, visitors' registers, volunteer attendance. **Uses:** Control and document all matters regarding offenders including court appearances, sentence administration, health care, their belongings and visitors. **Categories of Users:** Institutional program managers, administrative, classification and professional staff, ministry investigators, court and police officials. **Categories of Individuals in Bank:** Inmates, staff, visitors, correspondents, volunteers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Locked cabinets, access controlled by file custodians; computer password. **Retention and Disposal:** Paper retained up to 12 years, then destroyed; selected records to archives; computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Probation and Parole Administration and Control Records

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Types of Information Maintained:** Names, reference numbers, summarizing lists/registers of clients indicating supervisory probation and parole officers, brief offence particulars, reason for supervision. **Uses:** Control and document all matters concerning clients; update records. **Categories of Users:** Probation and parole officers, administrative and support staff. **Categories of Individuals in Bank:** Probation and parole officers, probationers, parolees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, reference number. **Access Controls:** Locked cabinets, access controlled by administrative or support staff, computer password. **Retention and Disposal:** Paper retained up to three years, then destroyed; computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Probation and Parole Case Files

**Location:** Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto. Also

probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. **Types of Information Maintained:** Name, address, date and place of birth, nationality, education, marital status, offence and sentence particulars, employment. **Uses:** Assist in supervising probationers and parolees. **Categories of Users:** Probation and parole officers, support staff, research personnel. **Categories of Individuals in Bank:** Individuals placed on probation by the courts and institutional inmates placed on parole by the Ontario Board of Parole. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number assigned by ministry. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Paper retained three years after year in which file is closed, then destroyed; selected records to archives. Computer records periodically purged. **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

### Volunteer Records

**Location:** Institutions and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended. **Types of Information Maintained:** Name, address, employment, education, application, resume, oath of confidentiality, reference letters, training/placement and duties records, evaluations and observations by staff or others, photograph, period of service. **Uses:** Document all matters related to unpaid volunteers providing services to the ministry. **Categories of Users:** Volunteer program coordinators, administrative and support staff. **Categories of Individuals in Bank:** Individuals providing service to the ministry without remuneration. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Access controlled by administrative/support staff. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Institution Superintendents or Probation and Parole Area Managers. Addresses are listed in the Government of Ontario Telephone Directory.

### Young Offenders' Files

**Location:** Offender Registry, Young Offenders Act (YOA) facilities, and probation and parole offices. Addresses are listed in the Government of Ontario Telephone Directory. **Legal Authority:** Young Offenders Act (Canada); Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Parts I and V. **Types of Information Maintained:** Name, date of birth, education, family and medical information, offence particulars, periods of control, action and progress reports, legal documents. **Uses:** Plan for and monitor the progress of young offenders' return to community environment. **Categories of Users:** Superintendents, probation and parole officers, administrative and custody facility staff. **Categories of Individuals in Bank:** Young offenders aged 16-17. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and assigned file number. **Access Controls:** Locked cabinets, computer password.

**Retention and Disposal:** In accordance with Young Offenders Act (Canada). **Official Responsible:** Manager, Offender Registry, Management Information Systems Branch, 101 Bloor Street West, 7th Floor, Toronto, Ontario, M5S 2Z7, telephone: (416) 927-2224.

## Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, the Minister's Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services – advice on legal questions, assistance in preparing legislation, litigation, claim settlements – and acts as counsel before judicial or administrative tribunals.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

## Operational Review, Audit and Investigation Branch

Provides review, audit, inspection and investigation functions for the operating components of the ministry by assessing management processes, general operations, program management, financial and administrative procedures.

### Personal Information Banks

Contain information on internal investigations relating to ministry employees and clients.

### Investigation Files

**Location:** Investigation and Security Section, 2001 Eglinton Avenue East, Scarborough. **Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. **Types of Information Maintained:** Name, date of birth, education, family and medical information, criminal history, statement taken under oath. **Uses:** Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation. **Categories of Users:** Investigation and Security Section staff, senior ministry officials, Legal Branch staff. **Categories of Individuals in Bank:** Employees and ministry clients. **Policies and Practices – Storage:** Paper, computer, index cards. **Retrievability:** Institution/office, investigation number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Investigation and Security Section, 2001 Eglinton Avenue East, Scarborough, Ontario, M1L 4P1, telephone: (416) 750-3327.

## Affiliated Agencies

### *Custody Review Board*

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

### Personal Information Banks

None

### *Minister's Advisory Committee on Corrections*

Advises the minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

### Personal Information Banks

None

### *Ontario Board of Parole*

The Ontario Board of Parole has jurisdiction over all offenders in provincial institutions who are serving sentences of up to two years less one day. The Chair, Ontario Board of Parole, is responsible for the overall administration of the Board. Five regional vice-chairmen and an executive vice-chairman are responsible to the Chair for all Board decisions and for the total operation of the regional Boards.

### Personal Information Banks

Contain information on adult offenders in custody being considered for parole. Where parole is granted, record includes progress reports.

### Ontario Board of Parole – Inmates and Parolees

**Location:** The Chair's Office, Ontario Board of Parole, 2195 Yonge Street, Toronto. Also five regional Boards. Addresses are listed in the Government of Ontario Telephone Directory.

**Legal Authority:** Ministry of Correctional Services Act, R.S.O. 1980, c.275, as amended, Part III; R.R.O. 1980, Reg. 649, as amended, Part II; Parole Act, R.S.C. 1970, c.P-2, as amended. **Types of Information Maintained:** Name, date of birth, address, employment, offence and sentence particulars, parole decisions. **Uses:** Decide whether or not to grant parole; monitor receipt of progress reports.

**Categories of Users:** Board members and support staff.

**Categories of Individuals in Bank:** Institutional inmates and parolees. **Policies and Practices – Storage:** Paper and index cards. **Retrievability:** Name or recorded alias(es).

**Access Controls:** Locked cabinets. **Retention and Disposal:** Destroyed 10 years after end of year in which file

was closed. **Official Responsible:** The Chair, Ontario Board of Parole, 2195 Yonge Street, Toronto, M4S 2B1, telephone: (416) 963-0700.

## Access

Coordinator  
Freedom of Information and Privacy  
Ministry of Correctional Services  
2001 Eglinton Avenue East  
Scarborough, Ontario  
M1L 4P1  
Telephone: (416) 750-3318



A public reading room for the review of manuals and other information is open during regular office hours in the library at 2001 Eglinton Avenue East, Scarborough.



# Ministry of Culture and Communications

## Head

Minister of Culture and Communications  
6th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-8098

## Mandate

The Ministry of Culture and Communications promotes cultural expression and development, encourages heritage preservation, and advocates Ontario's interests in the communications field. It supports a number of community and provincial cultural and historical facilities and institutions and assists Ontario's commercial cultural interests. The ministry also provides policy advice on issues affecting Ontario consumers, suppliers and manufacturers of communications systems and services.

## Organization

The ministry is organized into three divisions, the Archives of Ontario, twelve branches, and seven agencies. The ministry's head office is in Toronto with 20 field offices across the province. The ministry provides administrative and operational support services including communications and marketing, and French-language services to the Ministry of Citizenship.

## Divisions

### *Deputy Minister's Office*

Provides staff support to the deputy minister in the overall management of the ministry, policy coordination, and strategic planning.

### Personal Information Banks

None

### *Communications and Marketing Branch*

Provides information and marketing services for the ministry; provides communications support to the minister, deputy minister and program areas; and coordinates ministry publications and audio-visual materials.

### Personal Information Banks

None

## *Finance and Administration Division*

Responsible for all financial and administrative matters, systems and support services including coordination of the ministry's youth programs and Regional Services Offices, and ministry liaison with Management Board of Cabinet. The division is comprised of Regional Services, Legal Services Branch, Management Systems and Services Branch, Human Resources Branch, Finance Branch, Internal Audit Branch, French Language Services, and the Library/Resource Centre.

### Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Litigation Files  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## *Culture Division*

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, libraries and community information, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. The division is comprised of Arts Branch, Libraries and Community Information Branch, Heritage Branch, and Cultural Industries and Agencies Branch.

### Personal Information Banks

Contain information related to the issuance of archaeological licences and site data bases.

### Archaeological Licences

**Location:** Heritage Branch, 2nd Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Name, address, telephone number, project description, financial arrangements, curriculum vitae. **Uses:** Evaluate and assess applications. **Categories of Users:** Branch/Ontario Heritage Fund (OHF) staff, Provincial Auditor, OHF Board of Directors. **Categories of Individuals in Bank:** Individuals

applying to conduct archaeology in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or licence number. **Access Controls:** Cabinets in restricted area. **Retention and Disposal:** Not determined. **Official Responsible:** Archaeological Data Coordinator, Heritage Branch, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4490.

### Site Data Bases

**Location:** Heritage Branch, 2nd Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Site Record forms (name, address, telephone number, site description), licence reports. **Uses:** Academic research, land use, planning and resource management. **Categories of Users:** Consultants, academics, museums, municipal, provincial and federal officials. **Categories of Individuals in Bank:** Individuals conducting archaeology in Ontario. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Site attributes, author, county. **Access Controls:** Name, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Archaeological Data Coordinator, Heritage Branch, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4490.

## Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-Television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; and undertakes operational projects to encourage the development of new communications systems and applications. The division is comprised of Broadcasting and Cable Branch, Telecommunications Branch, and Operations and Technology Office.

### Personal Information Banks

None

## Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government agencies important non-current records through statutory control and from other sources through donation or purchase.

Records of the Private Manuscripts Section are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

#### Freedom of Information and Protection of Privacy Act Requests

Also contain medical, legal, educational and business information concerning residents of and immigrants to Ontario, and are maintained primarily for historical and research purposes.

#### Action and Matters – Supreme, County, District, and Surrogate Courts of Ontario, 1861-1967 (RG 22)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, financial status, occupation, age, family situation, living conditions, orders and judgements, indexes, order books, procedure books. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals party to a litigation proceeding. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Affidavits of Affiliation 1834-1916 – Clerk of the Peace (RG 22)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name and address of mother and father, father's trade/profession, promises of marriage, affidavits of affiliation. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Mothers and fathers of illegitimate children. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, county. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Agricultural Loan Commission Records, 1922-1956 (RG6, XIV-17)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address and amount of loan. **Uses:** Historical research. **Categories of Users:** Historical researchers. **Categories of Individuals in Bank:** Farmer applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Chronological sequence and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Application for Research Privileges (RG17)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Name, address, telephone number, type of research, subject of research and personal identifier. **Uses:** Assist in research and statistical reports; identify bona fide users of the archives. **Categories of Users:** Archives staff. **Categories of Individuals in Bank:** Archives researchers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Archives of Ontario Correspondence Control

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, type and subject of request, record of previous requests. **Uses:** Maintain a record of research requests for statistical and planning purposes. **Categories of Users:** Managers, public service staff. **Categories of Individuals in Bank:** Users of research services. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, correspondence identifier, key word. **Access Controls:** Locked cabinet, locked computer. **Retention and Disposal:** Not determined. **Official Responsible:** Administrator, Finance and Administration, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-7149.

#### Arrival/Destination Records, 1862-1881 (RG11, M, Box/ Vol 1-14, MS-847, Reels 6-8)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Names of ships bringing immigrants to Ontario, arrival dates, names of immigrants, occupations, nationalities, ages, destination in Ontario. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Those immigrants who were paid by the government of Ontario to come and settle. **Policies and Practices – Storage:** Paper, bound volumes and microfilm. **Retrievability:** Arrival date, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Asylum Correspondence, 1870-1935 (RG63, A-1, Boxes 1-409)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Financial, educational and family history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of Ontario asylums and psychiatric hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Case Files – Fair Accommodation Practices Act/Fair Employment Act, 1952-1970 (RG 7, X-3)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, nature of discriminatory complaint. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals alleging discrimination under the Fair Accommodation Practices Act/Fair Employment Act, respondents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of appellant, case file number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Central Personnel Records (RG25, C-3, Box 1-11)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of any civil service employees whose employment terminated between 1920-1956, date of birth, educational background, date of permanent appointment, job classifications, promotions, salary rates. **Uses:** Historical source on careers of government employees; verify pension enquiries. **Categories of Users:** Academics, personnel data staff of Human Resources Secretariat. **Categories of Individuals in Bank:** Former employees of the Ontario government. **Policies and Practices – Storage:** Microfilm. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Chest Disease Service Patient Records, 1908-1945 (RG10)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information about patients of Ontario sanatoria for tuberculosis. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of Ontario sanatoria for tuberculosis. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### Child Abuse Register and Case File (selected), 1966-1979 (RG29)

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, family and financial information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons involved in child abuse investigations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Classified Staff Files, 1966-1975 (RG1, BE)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, religion, date of appointment, classification, salary, date of resignation.  
**Uses:** Research. **Categories of Users:** Researchers.  
**Categories of Individuals in Bank:** Classified staff of the Department of Lands and Forests and the Ministry of Natural Resources. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Computer Assisted School Health Services, 1981-1987 (RG 10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, age, sex, health status, immunization records. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** School children in Ontario. **Policies and Practices – Storage:** Microfiche. **Retrievability:** Social Insurance Number or identification number assigned by health unit, name of local health agency, number of health unit. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Crisis Situation Client Files (selected), 1976-1985 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, financial and family information on recipients of special benefits. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals requiring provincial emergency assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Crown Attorney's Case Files, 1916-1972 (RG 22)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, age, record of charges, criminal record, police brief, record of court appearance. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals prosecuted by crown attorneys. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Crown Ward Administrative Review (selected), 1979-1982 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of**

**Information Maintained:** Name, social and medical information about Crown wards. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Crown wards. **Policies and Practices – Storage:** Paper. **Retrievability:** County and name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Denture Therapy Licensing Files, 1972-1975 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Licensees and prospective licensees of the Governing Board of Denture Therapists. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Dionne Quintuplets Records, 1934-1950 (RG4, 4-53, Box 1-47, Vol 1-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, sex, medical history, financial situation, invoices and accounts. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** The Dionne Quintuplets. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Divorce Action Report Files (samples) and Index, 1957-1967 (RG4, 4-51; 4-52)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Questionnaires on family financial status, living conditions and health, reports of social workers, correspondence, and numbered court documents. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile members of families entering divorce proceedings and other family members. **Policies and Practices – Storage:** Paper. **Retrievability:** Number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Dominion-Provincial Youth Training Program, 1939-46 (RG7, XIV-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, dates of trades training, trades classification, company of and date of placement,



age and grades in courses. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Male enrollees in trade school training courses and female enrollees in home-service training schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Drug Control and Medical Records, Juvenile Institutions, 1966-1979 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile wards in Ontario institutions. **Policies and Practices – Storage:** Bound volumes. **Retrievability:** Institution and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Elementary School Inspectors' Reports and Principals' Statements, 1842-1970 (RG2, F-3-A to F-3-I; I-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, salary, religion, certification, and opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, then geographical location and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Entrepreneur Case Files – Selective Placement Service, Ministry of Industry, Trade and Technology (RG9, 92)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and business address, names and addresses of partners, leases, agreements, documents regarding property holdings, personal financial records, curriculum vitae, franchise agreements, business proposals, applications for permanent residence, correspondence regarding success in securing immigrant status. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants requiring business assistance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Estate Maintenance Files, Toronto General Trust Company, 1878-1911 (RG63, A-2, Boxes 421-544)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal, family and financial

history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of Ontario asylums and psychiatric hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Forensic Sciences and Pathology, Early Case Files, 1931-1961 (RG33, H-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, autopsy and analysis reports, correspondence, scientific notes and photographs. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals deceased in questionable circumstances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **General Welfare Case Histories (selected), 1935-1979 (RG29, 46 to 48)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, financial and family information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of provincial welfare benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Health Services Appeal Board Case Files, 1976-1982 (RG 10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Names, judgements and reasons. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Health practitioners, OHIP subscribers. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Immigrant Patient Chest Disease Records, 1976-1985 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and medical information about immigrants to Ontario with chest problems. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants with chest problems. **Policies and Practices – Storage:** Paper. **Retrievability:**

**Name. Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Immigrant Special Placement Officers Files, 1947-53 (RG7, XIV-2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, occupation, age, number of dependents, national origin, education, work experience and special skills for 31 individuals. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Europeans contemplating immigration to Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Inmate Case Files – Ontario's Jails and Prisons (RG20, D; E; F)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, family, committal history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of provincially administered jails, lock-ups, correctional centres and prisons. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Case number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Inmate Drug Control Records, 1966-1984 (RG20, I-1 to I-22)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Selected files of drug control sheets indicating drug type, name of inmate receiving drug, date, amount issued, and prescribing doctor. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of various Ontario jails and correctional facilities. **Policies and Practices – Storage:** Paper. **Retrievability:** Institution and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Insider Trading Reports, Ontario Securities Commission (OSC), 1967-1981 (RG70, 10-13)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of company and officials for cancelled or surrendered charters, their stock holdings in the company, names of principal shareholders including corporate shareholders with more than 10% of voting stock. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals and

corporations subject to regulation by the OSC. **Policies and Practices – Storage:** Paper. **Retrievability:** Company, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Jail Surgeons Registers, 1858-1973 (RG20, D; E; F)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of patient, date, diagnosis, medicine prescribed, and attending physician. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates of various Ontario jails and correctional facilities. **Policies and Practices – Storage:** Bound volumes. **Retrievability:** Jail, date, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Jails and Asylums, Deportations, Notices and Returns, 1901-1916 (RG63, A-6, Box 711-739; D, Box 768-813)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, deportation and employment information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates and those who were deported. **Policies and Practices – Storage:** Paper. **Retrievability:** Institution, date then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Juvenile Ward Files (selected), 1931-1980 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, financial and criminal information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile wards in Ontario institutions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and institution. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Land Speculation Files, Ministry of Revenue (RG26, 21)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of land vendor and file number, purchasers, offers to purchase, affidavits, deeds, lien clearance certificates, addresses of vendors and purchasers, value of land (including estimated fair market value), descriptions of property and buildings. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Land vendors and purchasers. **Policies and Practices – Storage:** Paper. **Retrievability:** File number. **Access Controls:** Locked stack area.

**Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Legal Aid Case Files, Renfrew Office, 1975-1982 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and financial information of applicants for and recipients of legal aid. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of legal aid. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Market-Value Survey of Rural Land, 1968-1975 (RG16, 16-27, Box 1-91)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, property holdings and locations, evaluation of land and tax levels by coded geographical area. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farmers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Geographical code. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Miniature Chest X-rays (sample), 1977 (RG 10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, miniature chest X-ray film, index slips, diagnostic codes. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Employees referred by doctors or employers for chest X-rays in Metropolitan Toronto. **Policies and Practices – Storage:** X-ray film, paper. **Retrievability:** Name, address. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Ministry of Education Personnel Records, 1844-1882 (RG2, L-5)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, religion, date of appointment, classification, salary, and date of resignation (including normal and model school personnel). **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Ministry of Education personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Ministry of Labour Legal Branch Prosecution Files, 1971-1979 (RG7, XI-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, address of persons prosecuted under labour legislation, persons injured in accidents that involved prosecution, and persons serving as witnesses. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals prosecuted, persons injured and witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Municipal Tax Reform Policy Files, 1970 (RG6, VIII-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, location, amount of tax relief received. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farmers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Ontario Asylums Commitment and Discharge Files, 1901-1931 (RG63, A-4, Boxes 610-686A)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal, family and medical history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons declared insane by the Courts. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Ontario Career Action Program Trainee Files, 1977-1978 (RG32)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, report of academic standing, and letters of reference, work experience agreements, supervisor's monthly performance appraisals, internal counselling forms, and trainee movement reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Graduate trainees applying to the Career Action Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.



**Ontario Home Buyers' Grant Files, 1975-1979 (RG 26)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, telephone numbers, applicants' and spouse's Social Insurance Number, marital status, birth date, maiden name, purchase price of home and date acquired. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants to grant program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Applications for Enrolment, 1909-1925 (RG 23, C-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, background, personal history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Commendatory Correspondence, 1910-1976 (RG23, C-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in commendatory remarks, and covering remarks of OPP management. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** OPP personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Complaints Correspondence, 1910-1981 (RG23, C-6; C-7)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of OPP staff member, persons corresponding, address, nature of activity resulting in complaint, specific complaint lodged, OPP investigative notes, notes on disciplinary action taken, and covering remarks of OPP management. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** OPP personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Criminal Investigation Reports, 1909-1977 (RG23, E-1 to E-26)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, sex, nature of crime committed, criminal investigation reports, photographs, maps, objects as evidence, fingerprints, criminal history reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons under investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Crime, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Honours and Awards Correspondence, 1965-1979 (RG 23)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, circumstances of action, date, honour or award given, correspondence. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Constables and officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name (1965-1972), year and number (1977-1979). **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Major Occurrence Reports, 1969-1983 (RG23, I)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Nature of crime and file number, name, address, sex, criminal investigation reports, photographs, maps, fingerprints and criminal history reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Persons under investigation. **Policies and Practices – Storage:** Microfilm. **Retrievability:** File numbers, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) Private Investigators and Security Guards Licensing Files – Agencies, 1910-1974 (RG23, H-3, Box 1-9)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of agency, principal officers and employees, duplicate of licenses issued, correspondence and complaints concerning agency and its employees, and investigative notes on complaints received. All files concern agencies now out of business. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Private investigators and security guards. **Policies and Practices – Storage:** Paper. **Retrievability:** Agency, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent.



**Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Ontario Provincial Police (OPP) – Separated  
Commissioned Officers Staff Records, 1922-1945  
(RG 23, C-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, employment history, cases handled, salary. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Constables promoted to commissioned officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6953.

**Ontario Students Records, 1873-1924 (RG2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, examination results, certificates and/or diplomas. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper, microfilm/microfiche. **Retrievability:** Date, school then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Pathology Reports and Slides, 1947-1966, Thunder Bay  
(RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, case number and medical and diagnostic information about Ontario patients of general hospitals. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients of northern Ontario hospitals for whom tissue samples were submitted for pathological analysis. **Policies and Practices – Storage:** Paper, glass slides. **Retrievability:** Name and case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Personnel Files – Archives of Ontario, 1977 (RG17)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, salary, recommendations. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Selected employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Personnel Files (former Department of Mines)  
(RG13, D-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Employee name, age, address, marital status, educational history, past employment, salary, performance appraisals, group insurance numbers, chest X-ray reports, health category reports. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Personnel, former Department of Mines. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Personnel Files – Provincial Board of Health, 1904-1921  
(RG62, B-3-A)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, salary, duties. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Selected officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Practitioners Register Catalogue, 1977-1978 (RG30)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, practice type, district, licence and date. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Registered medical practitioners. **Policies and Practices – Storage:** Microfilm. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Prison and Jail Registers, 1832-1976 (RG20, E-F)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Inmate number, name, offense, date, place and term of conviction, age, height, physical, description, education, marital status, sex, date of discharge and magistrate's remarks. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Inmates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of institution, admission date, inmate number and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Private Manuscript Donor Index**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Donor's name, address, date of the accession, terms of accession and accession number. **Uses:** Maintain control over private manuscript accessions. **Categories of Users:** Archive personnel. **Categories of Individuals in Bank:** Donors. **Policies and Practices – Storage:** Index cards. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Probation, Aftercare and Ward Files, Juvenile (selected), c.1925-1982 (RG60)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, family and educational information about juvenile wards and parolees arranged according to area or institution. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile parolees. **Policies and Practices – Storage:** Paper. **Retrievability:** Juvenile parolees arranged by area office. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Probation and Parole Files (selected from various Ontario locations) (RG20, G-1 to G-17)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, relatives, criminal offenses, probation and parole ordered, compliance with probation officials, notes of meetings and difficulties and background documentation of individual's social milieu. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals granted probation or parole. **Policies and Practices – Storage:** Paper. **Retrievability:** Area office and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Producer Audit Files, Milk Commission of Ontario, 1963-1973 (RG16, 16-169, Box 29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of producer, audit and investigation reports on operations and financial condition, correspondence, financial statements and exhibits. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Producer Files, Fund for Milk and Cream Producers, 1965-1976 (RG16, 16-169, Box 25-29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.

**Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Name, financial statements, confidential financial reports and fee collection sheets. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Milk producers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack areas. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Provincial Benefits Case Review Files (selected), 1978-1980 (RG29, 02)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical and financial information about recipients of provincial benefits who have problems with or questions concerning eligibility or entitlement. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of provincial welfare benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, M7A 2R9, telephone: (416) 965-6952.

**Psychiatric and Retarded Patients Correspondence, 1962-1971 (RG 10, 20-A-8)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal, medical and family history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Psychiatric and retarded patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Psychiatric Hospitals Admission Applications and Correspondence, 1920-1932 (RG 10,20)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal, medical and family history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants for admission. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Psychiatric Hospitals Case Books and Files, 1841-1964 (RG 10, 20)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal, financial and medical history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Patient number. **Access Controls:** Locked stack area.

**Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Psychiatric Hospitals Patient's Index, 1841-1964 (RG 10, 20)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Personal and medical history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Public Health Nurses Staff Files, 1927-1935 (RG10, 30-A-1, Box 1-9)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Public health nurses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Public Institutions Employment Files, 1909-1914 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, educational and employment information about prospective employees. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants for employment in government service. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Public Service Grievance Board and Classification Rating Committee Case Files, 1967-1972 (RG7, V-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, grievance and decision. **Use:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Public service employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Record of Revenue Transactions (Archives of Ontario)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, identifier number,

request information, payment record. **Uses:** Log information requested; prepared production copies; record and report revenue transactions; prepare statistical reports. **Categories of Users:** Managers, Finance and Administration staff. **Categories of Individuals in Bank:** Users of research/reproduction services. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, identifier number. **Access Controls:** Locked cabinet, locked computer. **Retention and Disposal:** Not determined. **Official Responsible:** Administrator, Finance and Administration, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-7149.

**Records of the Victoria Industrial School, Mimico, 1887-1935 (RG8, II-25-C, Box/Vol 10-56, MS-547)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number of inmate, record of offenses and punishments, address, date and place of birth, physical description, sex, education, health, medical history, employment history, family details, aptitudes, abilities, character, activities. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Juvenile inmates aged 14-21. **Policies and Practices – Storage:** Paper, microfilm and bound volumes. **Retrievability:** Name and number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Refund/Bonus Applications (1872-1876) and Certificates (1873-1874) (RG11, J, Box 1-19, MS-847, Reels 1-5 and RG11, I, Boxes 1-16, MS-847, Reels 23-27)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, occupation and nationality of those immigrants paid to come to Ontario. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Immigrants who came to Ontario and settled for minimum of three months, their sponsors. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name or number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Registered Nursing Assistants Of Ontario (RNAO) Examination Results, 1955-1971 (RG10, 20)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and education information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Graduates of RNA courses from Ontario psychiatric hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.



**Registrar-General, Change of Name Court Orders, 1939-1973 (RG31, 31-58)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Old and new name, background information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Applicants for change of name. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Rehabilitation Case Files (selected), 1968-1982 (RG29, 38)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name and case number, medical, financial and educational information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of vocational rehabilitation services. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Residential Premises Rent Review Program Files, 1976-1980 (RG31, 31-50)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Hearing reports, cost revenue reports and statements, post hearing data sheets, justification and adjustment worksheets, notices and invoices. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Tenants, landlords. **Policies and Practices – Storage:** Paper. **Retrievability:** Location and year or board member. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: 965-6952.

**Retarded Patient Files (RG29, 58)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical, family, financial, and education information. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Retarded patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Scholarship, Fellowship, Bursary and Grant Application Records, 1926-1985 (RG32)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27.

**Types of Information Maintained:** Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, record of academic standing, and letters of reference. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students, teachers and university personnel applying for scholarships, fellowships, bursaries, and/or grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, subject, name of institution, then name of applicant. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Secondary School Inspectors' Reports and Principals' Statements, 1854-1971 (RG2, G-1-A to G-1-B; G-1-D; G-2-A to G-2-C; I-1)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, salary, religion, certification, opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools, by geographical location. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Date then geographical location and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Social Assistance Review Board Notices of Decision, 1969-1979 (RG29)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, case number and eligibility information pertaining to recipients of general welfare assistance. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Welfare recipients. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number, then name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Socio-Economic Problems of Eastern Ontario Farm Families, 1963-1967 (RG16, 16-26, Box 1-8)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, property holdings, property evaluation, personal income statistics, survey data and reports by geographical code. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farm families. **Policies and Practices – Storage:** Paper. **Retrievability:** Geographical codes, then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.



**Soldiers Aid Commission Canteen Fund Files  
(selected), 1929-1976 (RG29, 65)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, financial, family and medical information re applicants and recipients of support from Canteen Fund. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Recipients of aid. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Security storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Special/Auxiliary Education and Provincial Schools  
Records, 1872-1975 (RG2, K-3; K-4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, IQ and examination results, family, medical and education histories of students with physical and learning disabilities. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Students with physical and learning disabilities. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, then name of student. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Student Summer Employment and Training Program  
Files, 1976-1983 (RG7, V-3, X111-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, education, summer course, name of employer, employer's evaluation. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** University students involved in summer employment with the Ministry of Labour. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Student Venture Capital Rejected/Cancelled Loan  
Applications Files, 1984 (RG72)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, telephone, Social Insurance Number, references, credit profile, business plan, business address, educational history, Student Venture Program rating sheets, contracts with third parties, contracts with Ministry of Skills Development. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** High school, community college, and university students applying for Student Venture Capital loans. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned applicant code, geographic area. **Access Controls:** Secure, locked storage. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of

Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Teachers' and Principals' Application, Examination and  
Certification Records, 1847-1975 (RG2, H-1 to H-3)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, address, religion, certificate of moral character, course, IQ, examination results, instructor's remarks, certificates and/or degrees held, letter of standing number, certificate issue and expiry dates, education and teaching history of teachers, principals, municipal recreation directors, and vocational specialists. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Teachers and principals. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name of teachers college, geographical location, then name of teacher. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Teachers' Superannuation Records, 1852-1948 (RG2,  
M-1-A to M-1-C; M-2)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, age, amount of pension contributed/received, date of retirement, years of service, registered number, medical certificate, certificate of moral character, and date of death of superannuated teachers and inspectors. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Retired teachers and inspectors applying for and receiving pension benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and date. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Thalidomide Case Files, 1962-1976 (RG10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, medical and financial information about Ontario residents affected by thalidomide. **Uses:** Legal and historical. **Categories of Users:** Historians, sociologists, statisticians and lawyers. **Categories of Individuals in Bank:** Victims of thalidomide. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

**Toronto (Don) Jail Staff Files, 1955-1974 (RG20, F-43;  
K-10 to K-18)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto.  
**Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, application, background information, correspondence, appraisal reports and photographs. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Staff of

the Toronto (Don) Jail. **Policies and Practices – Storage:** Paper, staff photographs. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Trends in Farm Abandonment Study, 1956-1962 (RG16, 16-25, Box 1-10)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, location of property, financial evaluation, personal income statistics, analysis of information, surveys undertaken, maps and final reports by geographical code. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Farmers. **Policies and Practices – Storage:** Paper. **Retrievability:** Geographic code. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Trust Files of Deceased Persons (sampled), 1944-1976 (RG4, 4-54)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, year of death, financial statements and financial management accounts, cheques, Social Insurance cards and other personal documents, correspondence and other personal papers. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals committed to provincial institutions as insane or otherwise unable to manage their affairs, and now deceased. **Policies and Practices – Storage:** Paper. **Retrievability:** Year then name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Trust Files of Persons Released from Institutions for the Insane, 1966 (RG4)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, year of release, financial information, Social Insurance number, personal history. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Individuals released from institutions for the insane. **Policies and Practices – Storage:** Paper. **Retrievability:** Year and name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Unmarried Parents Act (Domestic) Files, 1938-1957 (RG 22)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c. 27. **Types of Information Maintained:** Name, address, financial status, occupation, age, family situation, living conditions, informa-

tions from/applications to Provincial Court-Family Division, summons, court orders. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Deserted wives and children. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Voters Lists, 1984-1987 (RG49)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Electors. **Policies and Practices – Storage:** Paper. **Retrievability:** Electoral district. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Will and Grant Probate Administration, 1813-1967 (RG22)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, application, inventory of goods, accompanying affidavits, original will and codicil, copy of grant of probate, bonds. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Deceased persons whose will has been probated. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Case number, date, county. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

#### **Workmen's Compensation Claims (1937-39) and Reports (1956-59) (RG7, I-7)**

**Location:** Archives of Ontario, 77 Grenville Street, Toronto. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name, address, company, nature of injury, correspondence regarding claims, occupational classification, salary. **Uses:** Research. **Categories of Users:** Researchers. **Categories of Individuals in Bank:** Claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked stack area. **Retention and Disposal:** Permanent. **Official Responsible:** Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

## **Affiliated Agencies**

### **Conservation Review Board**

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

## Personal Information Banks

None

### *Ontario Film Development Corporation (OFDC)*

Fosters the development of Canadian-owned, Ontario-based film producers by providing a source of investment financing and assists Canadian distributors and filmmakers with the domestic and international marketing of their products. Also provides location assistance to producers and directors of both domestic and international film productions.

## Personal Information Banks

Contain information related to financial information regarding applicants for film production and development assistance.

## Production and Development Files

**Location:** Ontario Film Development Corporation, 81 Wellesley Street East, Toronto. **Legal Authority:** Ontario Development Corporation Act, O. Reg. 37/86 and O. Reg. 550/86. **Types of Information Maintained:** Name and address of applicant and his/her lawyer and accountant, financial institution where applicant banks, budgets for projects, OFDC project number, applicant's corporate financial statements for past three years, names, addresses and number of shares for all shareholders, funds required/requested. **Uses:** Determine eligibility for funding. **Categories of Users:** OFDC personnel. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Project number, name of project, name of applicant. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Secretaries, Production and Development Department, Ontario Film Development Corporation, 81 Wellesley Street East, Toronto, Ontario, M4Y 1H6, telephone: (416) 965-8393.

### *Ontario Heritage Foundation (OHF)*

The foundation carries out programs and activities in the areas of archaeology, architectural conservation, history, natural heritage and holds property in trust for the province. It provides grants for restoration work, research and publications, erects historical plaques, and manages and conserves OHF real and cultural properties. The foundation advises the Minister of Culture and Communications on the issuance of archaeological licences.

## Personal Information Banks

Contain information related to the types of donations made to the foundation, and the names and addresses of the donors and those holding easement agreements.

## Donations of Real and Cultural Properties to the Foundation

**Location:** Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. **Uses:** Evaluate and assess donations; issue income tax receipts. **Categories of Users:** OHF staff, Provincial Auditor, OHF Board of Directors, custodial institutions (museums, galleries, etc.). **Categories of Individuals in Bank:** Individuals who have made or offered to make a donation to the foundation. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Permanent. **Official Responsible:** Chairman, Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-9504.

## Donations to the Elgin and Winter Garden Project

**Location:** Ontario Heritage Foundation, Elgin and Winter Garden Unit, 10 Adelaide Street East, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Name, address, telephone number, amount of donation (if donor). **Uses:** Monitor and track progress for fundraising for the project; publicize the project; fundraising. **Categories of Users:** OHF staff, Provincial Auditor. **Categories of Individuals in Bank:** Individuals who have made or offered to make a donation to the Elgin/Winter Garden Project, individuals requesting information about the project. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, address, telephone number, amount of donation (if donor). **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-9504.

## Easements Agreements Held by the Foundation on Real Property

**Location:** Ontario Heritage Foundation, Elgin and Winter Garden Unit, 10 Adelaide Street East, Toronto. **Legal Authority:** Ontario Heritage Act, R.S.O. 1980, c.337. **Types of Information Maintained:** Name, address, telephone number, value of grant, conditions of agreement, insurance. **Uses:** Monitor easement properties. **Categories of Users:** OHF/branch staff, Provincial Auditor, OHF Board of Directors, Registry Office. **Categories of Individuals in Bank:** Individuals who have entered into easement agreements with the foundation. **Policies and Practices – Storage:** Paper. **Retrievability:** Property name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Chairman, Ontario Heritage Foundation, 2nd Floor, 77 Bloor Street West, Toronto, Ontario, M7A 2R9, telephone: (416) 965-9504.

### *Ontario Historical Studies Series Board of Trustees*

Produces comprehensive, scholarly and readable books on the historical development of Ontario.



## Personal Information Banks

None

### Ontario Science Centre

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs, and travelling exhibitions.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Application Inventory  
Grievances and Applications  
Identity/Employee Card  
Job Competitions  
Performance Management

Also contain information related to the types of donations made to the centre, and the names and addresses of the donors.

### Donor Records

**Location:** Ontario Science Centre, 770 Don Mills Road, Toronto. **Legal Authority:** Centennial Centre of Science and Technology Act, R.S.O. 1980, c.60. **Types of Information Maintained:** Name, records relating to gifts of either cash or items given to the Science Centre. **Uses:** Identify donor and gift. **Categories of Users:** Board of trustees, director general, controller and revenue development officer. **Categories of Individuals in Bank:** Individuals who have made donations to the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Controller, Ontario Science Centre, 770 Don Mills Road, Toronto, Ontario, M3C 1T3, telephone: (416) 429-4100.

### Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

## Personal Information Banks

None

### Ontario Telephone Service Commission

The commission is responsible for regulating the thirty providers of telephone services under provincial jurisdiction. Bell Canada is not regulated by this commission.

## Personal Information Banks

None

## Public Records

Information on land tax registers and marriage registers is maintained by the Archives of Ontario and is made available to the general public.

### Land Tax Registers, Exempted Properties, Unorganized Territories (RG26, 19)

**Purpose:** Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of owner, address, lot location, value of land and/or improvements, taxes paid, taxes unpaid, penalties. **Policies and Practices – Retrievability:** District, township, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

### Marriage Registers Collection, 1800-1948 (RG8, I-6-A to I-6-D; MS248)

**Purpose:** Historical. **Legal Authority:** Archives Act, R.S.O. 1980, c.27. **Types of Information Maintained:** Name of bride and groom, ages, place of birth, residence, parents, witnesses, marriage date, denomination, clergy, and some birth, baptism and death registrations. **Policies and Practices – Retrievability:** District, county, clergy or church/mission, then name. **Retention and Disposal:** Permanent. **Access Procedures:** Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6952.

Note: The Archives of Ontario maintains psychiatric patient files, which information is excluded from the freedom of information legislation. Provisions of the Mental Health Act as amended by the Equality Rights Statute Law Amendment Act, 1986, apply to that personal information.

## Access

Freedom of Information and Privacy Coordinator  
Ministry of Culture and Communications  
9th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-3012



A public reading room for the review of manuals and other information is open from 10:00 a.m. until 4:00 p.m., Monday to Friday in the Library/Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Archives of Ontario

Freedom of Information Coordinator  
Archives of Ontario  
77 Grenville Street  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 965-6952





A public reading room for the review of finding aids and other information is open from 8:15 a.m. to 4:30 p.m., Monday to Friday, with staff on duty to assist researchers, on the main floor at 77 Grenville Street, Toronto. Extended research hours without staff on duty are Monday to Friday until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m.

Access for the Ontario Film Development Corporation

Freedom of Information and Privacy Coordinator  
Ontario Film Development Corporation  
81 Wellesley Street East  
Toronto, Ontario  
M4Y 1H6  
Telephone: (416) 965-8393

Access for the Ontario Science Centre

Freedom of Information and Privacy Coordinator  
Ontario Science Centre  
770 Don Mills Road  
Don Mills, Ontario  
M3C 1T3  
Telephone: (416) 429-4100

Access for the Ontario Telephone Service Commission

Freedom of Information and Privacy Coordinator  
Ontario Telephone Service Commission  
Suite 200, 3625 Dufferin Street  
Downsview, Ontario  
M3K 1Z2  
Telephone: (416) 235-4950

# Office for Disabled Persons

## Head

Minister Responsible for Disabled Persons  
3rd Floor, 700 Bay Street  
Toronto, Ontario  
M5G 1Z6  
Telephone: (416) 965-5678  
TDD/Voice: 1-800-387-4456

## Mandate

The office acts as a central information source to the general public on government policies, programs and services for disabled persons and their families; promotes the development of coordinated policies within government on issues affecting disabled individuals; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of disabled persons.

## Organization

The office consists of the Minister's Office, the Office for Disabled Persons and the Ontario Advisory Council for Disabled Persons which reports to government through the minister.

## Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Performance Management  
Travel Expense Accounts

## Affiliated Agencies

### *Ontario Advisory Council for Disabled Persons*

The Ontario Advisory Council for Disabled Persons advises the government of Ontario through the Minister Responsible for Disabled Persons on matters pertaining to the well-being of disabled persons. It promotes the development and creation of self-help opportunities for disabled persons; reviews current policies which have a bearing on disabilities; and advises the minister as requested.

## Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Central Attendance Recording Systems (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Performance Management  
Travel Expense Accounts

## Access

Coordinator  
Information and Privacy  
Office for Disabled Persons  
16th Floor, 700 Bay Street  
Toronto, Ontario  
M5G 1Z6  
Telephone (voice)/TDD: (416) 963-3121



A public reading room for the review of manuals and other information is open during regular office hours in the library, on the second floor at 700 Bay Street, Toronto.

# District Health Councils of Ontario

## Head

Chairperson of each District Health Council  
Refer to the list at the end of this Chapter for addresses.

## Mandate

The District Health Councils of Ontario are planning advisory bodies to the Minister of Health, established by Order in Council under the Ministry of Health Act. Councils plan for, identify and priority rank district health needs, coordinate all health planning activities for the district, and cooperate in social development activities for the district.

## Organization

There are 28 geographically defined councils representing over 90% of Ontario residents. Councils are composed of 15 to 19 volunteer members appointed by Order in Council for a maximum of two three-year terms. The membership is composed of consumer, provider and local government representatives supported by a small secretariat. Councils are supported by a number of committees composed of council members and community provider and consumer members.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

### Workers' Compensation

Also contain information on the nomination and appointment of members of Council, and on permanent and contract staff.

## Council and Committee Nominees

**Location:** Council office. Refer to list at end of this chapter for list of addresses. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Types of Information Maintained:** Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. **Uses:** Recruitment or renewal of applications by the ministry for membership to council; monitor status of application. **Categories of Users:** Nomination Committee, council members and staff and staff of the Minister's Office and District Health Council Program of the Ministry of Health. **Categories of Individuals in Bank:** Applicants for District Health Council and committee membership. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name. **Access Controls:** Secure location in

council office. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director of each council. Refer to list at end of this chapter for addresses.

## Council and Committee Members

**Location:** Council office. Refer to list at end of this chapter for address. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Types of Information Maintained:** Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. **Uses:** Process applications for renewal of Order in Council as members of District Health Council by the ministry; monitor status of Order in Council; report on profile of council and committee membership. **Categories of Users:** Nomination Committee, council members and staff of the Minister's Office and District Health Council Program of the Ministry of Health. **Categories of Individuals in Bank:** Members of District Health Councils and councils' committees. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name. **Access Controls:** Secure location in council office. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director of each council. Refer to list at end of this chapter for address.

## Employment Application Inventory

**Location:** Council office. Refer to list at end of this chapter for address. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Types of Information Maintained:** Name, addresses, letters of application, resumes, response letters. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Council members, Executive Directors, senior staff. **Categories of Individuals in Bank:** Applicants for jobs with councils. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and/or skill base. **Access Controls:** Secure location in council office. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director of each council. Refer to list at end of this chapter for addresses.

## Personnel Records

**Location:** Council office. Refer to list at end of this chapter for address. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. Refer to list at end of this chapter for Order in Council number. **Types of Information Maintained:** Name, address, work history, record of work attendance, payroll transactions, employee benefits and appraisals of work performance. **Uses:** Record employee's work history, payroll/benefits transactions, employees performance; identify staff training needs. **Categories of Users:** Management and financial staff, auditors. **Categories of Individuals in Bank:** Full-time, part-time, and contract staff of council. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name. **Access Controls:** Secure location in council office. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director of each council. Refer to list at end of this chapter for address.

## Access

Executive Director of each District Health Council listed below.

A public reading room for the review of manuals and other information is open during regular office hours at each of the council office locations.

### District Health Councils

#### Algoma District Health Council

Suite 405, 123 March Street

Sault Ste. Marie, Ontario

P6A 2Z5

(705) 942-0200

Established by Order in Council 1050/77, April 13, 1977.



#### Brant District Health Council

Suite 401, 233 Colborne Street

Brantford, Ontario

N3T 2H4

(519) 756-1330

Established by Order in Council 1817/76, June 23, 1976.



#### Cochrane District Health Council

Suite 310, 119 Pine Street South

Timmins, Ontario

P4N 2K3

(705) 264-9539

Established by Order in Council 1704/75, June 18, 1975.



#### County of Simcoe District Health Council

County Administration Centre

Midhurst, Ontario

L0L 1X0

(705) 726-9300

Established by Order in Council 1954/83, July 9, 1983



#### District Health Council of Eastern Ontario

Suite 300

340 Pitt Street

Cornwall, Ontario

K6H 5V5

(613) 933-9585

Established by Order in Council 865/80, March 26, 1980



#### Durham Region District Health Council

Suite 300, 40 King Street West

Oshawa, Ontario

L1H 1A4

(416) 433-4262

Established by Order in Council 1659/77, June 15, 1977



#### East Muskoka/Parry Sound

36 Chaffey Street

P.O. Box 3000

Huntsville, Ontario

P0A 1K0

Telephone: (705) 789-4429

Established by Order in Council 977/88, April 15, 1988

#### Essex District Health Council

Suite 207, 76 University Avenue West

Windsor, Ontario

N9A 5N7

(519) 256-4568

Established by Order in Council 197/76, January 28, 1976

#### Grey-Bruce District Health Council

Suite 5, 945 Third Avenue East

Owen Sound, Ontario

N4K 2K8

(519) 376-6691

Established by Order in Council 1168/76, April 28, 1976



#### Haldimand-Norfolk District Health Council

P.O. Box 5081

101 Nanticoke Creek Parkway

Townsend, Ontario

N0A 1S0

(519) 587-2231

Established by Order in Council 2271/81, August 6, 1981



#### Haliburton, Kawartha and Pine Ridge District Health Council

P.O. Box 544

849 Alexander Court, Suite 210

Peterborough, Ontario

K9J 6Z6

(705) 748-2992

Established by Order in Council 2858/75, October 15, 1975



#### Halton District Health Council

Suite 503, 700 Dorval Drive

Oakville, Ontario

L6K 3V3

(416) 842-2120

Established by Order in Council 2123/76, July 21, 1976



#### Hamilton-Wentworth District Health Council

Box 2085, Main Post Office

Patterson Building, Second Floor

890 Sanatorium Road

Hamilton, Ontario

L8N 3R5

(416) 389-1321

Established by Order in Council 156/76, January 28, 1976



#### Kenora-Rainy River District Health Council

101 Main Street South

Kenora, Ontario

P9N 1T1

(807) 468-5683

Established by Order in Council 3590/75, December 23, 1975



#### Kent County District Health Council

75 Thames Street

Chatham, Ontario

N7L 1S4

(519) 351-1162

Established by Order in Council 1152/76, April 28, 1976



#### Kingston, Frontenac and Lennox and Addington District

Health Council

P.O. Box 1690

544 Princess Street

Kingston, Ontario

K7L 5J7

(613) 549-5253

Established by Order in Council 2712/81, September 18, 1981



#### Lambton District Health Council

Suite 108, 265 North Front Street

Sarnia, Ontario

N7T 7X1

(519) 337-5485

Established by Order in Council 1644/77, June 15, 1977





Manitoulin-Sudbury District Health Council  
160 Douglas Street West  
Sudbury, Ontario  
P3E 1G1  
(705) 675-5654  
Established by Order in Council 1540/76, May 26, 1976

Metropolitan Toronto District Health Council  
Suite 301  
1246 Young Street  
Toronto, Ontario  
M4T 1W5  
(416) 922-8820  
Established by Order in Council 2392/80, August 20, 1980

Niagara District Health Council  
Box 1059  
1440 Pelham Street South  
Fonthill, Ontario  
L0S 1E0  
(416) 892-5771  
Established by Order in Council 1274/75, May 7, 1975

Ottawa-Carleton Regional District Health Council  
Suite 350, 955 Green Valley Crescent  
Ottawa, Ontario  
K2C 3V4  
(613) 723-1440  
Established by Order in Council 3153/73, December 21, 1973



Peel District Health Council  
1st Floor, 10 Peel Centre Drive  
Brampton, Ontario  
L6T 4B9  
(416) 791-7906  
Established by Order in Council 624/77, March 9, 1977



Rideau Valley District Health Council  
Box 487, 1 Abel Street  
Smiths Falls, Ontario  
K7A 4T4  
(613) 283-6980  
Established by Order in Council 936/77, March 30, 1977



Thames Valley District Health Council  
826 King Street  
London, Ontario  
N5W 2X6  
(519) 679-9140  
Established by Order in Council 146/76, January 28, 1976



Thunder Bay District Health Council  
Suite 8, 516 Victoria Avenue East  
Thunder Bay, Ontario  
P7C 1A7  
(807) 623-6131  
Established by Order in Council 2545/74, October 2, 1974

Waterloo Region District Health Council  
Suite 218, 75 King Street South  
Waterloo Town Square  
Waterloo, Ontario  
N2J 1P2  
(510) 884-6390  
Established by Order in Council 3328/77, November 30, 1977



Wellington-Dufferin District Health Council  
317 Speedvale Avenue East  
Guelph, Ontario  
N1E 1N3  
(519) 836-7440  
Established by Order in Council 1813/76, June 23, 1976

West Muskoka/Parry Sound District Health Council  
2nd Floor  
15 James Street  
Parry Sound, Ontario  
P2A 1T4  
Established by Order in Council 977/88, April 15, 1988

# Durham College of Applied Arts and Technology

## Head

Chairperson, Board of Governors  
Durham College of Applied Arts and Technology  
P.O. Box 385  
2000 Simcoe Street North  
Oshawa, Ontario  
L1H 7L7  
Telephone: (416) 576-0210

## Mandate

Durham College provides educational services to students and trainees in the areas of post-secondary and continuing education, apprenticeship and skills training.

## Organization

Durham College is governed by a Board of Governors appointed by the Ontario Council of Regents and is organized into the following divisions: Administrative, Human Resources, Student Affairs and three Academic Faculties reporting to the President. The main campus is in Oshawa with two other campuses in Pickering and Ajax.

## Divisions

### *The Board of Governors*

The Board establishes goals and policies for the college and evaluates the results. The Board is comprised of 12 external and four internal members. One external member serves as chairperson.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to manage and direct the business affairs of the college. The Community Services Coordinator reports directly to the President.

### **Personal Information Banks**

None

## *Administration and Finance*

The division administers and controls all financial matters, cafeterias and facilities. Reporting to the Administrator are the Accounting Department, the Purchasing Office and the Plant Manager.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Employee Personnel, Payroll and Benefits Records  
(payroll and benefits records only)

## *Human Resources*

The division coordinates the recruitment of staff, maintains employee records, coordinates staff promotions, transfers and terminations, and interprets and implements the collective agreements, grievance procedures and pay equity.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
(personnel records only)  
Health and Medical Records (employees only)  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Professional Development  
Teacher Workload Records (Standard Workload Form)  
Workers' Compensation

## *Student Affairs*

The division is responsible for student recruitment and registration, student services (including financial assistance, athletics and student housing), job placement services, and the operations of the fitness complex, the library, and the audio-visual department.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Graduate and Alumni Records  
Library Users  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Registration and Academic History

## **Faculty of Applied Arts and Health Sciences**

The faculty is comprised of the Applied Arts Division and the Health Sciences Division. The Applied Arts Division offers programs in journalism, public relations, advertising administration, interior design, graphic arts, early childhood education, food and beverage management and general studies. The Health Sciences Division offers programs in nursing, nursing assistant, post-diploma psychiatric nursing, dental assistant, and dental hygiene.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Day Care Registrants
- Dental Clinic Patients
- Health and Medical Records (students)
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

## **Faculty of Business and Technology**

The faculty is comprised of the Business Division and the Technology Division. The Business Division offers programs in business administration, legal administration, office systems, retail management, office administration and secretarial studies. The Technology Division offers programs in engineering technology; industrial, chemical, electronic, mechanical and food and drug technologies; and aviation transport. Apprenticeship programs are also offered.

### **Personal Information banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments

## **Faculty of Skills Development**

The faculty administers government-sponsored programs such as the Ontario Training Strategy and the Canadian Job Strategy, and provides a variety of vocational assessment, skills training and academic upgrading programs. The faculty also administers the Innovation Services area (which offers expertise in new business development and expansion) and the College Management Centre (which focuses on improving operational efficiency in small business).

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- FUTURES Program Applicants and Participants
- Innovation Centre Clients, Registrants and Users
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees
- Tests, Examinations and Assessments

## **Access**

Freedom of Information and Privacy Coordinator  
Durham College  
P.O. Box 385  
2000 Simcoe Street North  
Oshawa, Ontario  
L1H 7L7  
Telephone: (416) 576-0210

A public reading room for the review of manuals and other information is open during the day and evening and is located in the college library, Oshawa.

# Ministry of Education

## Head

Minister of Education  
22nd Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1L2  
Telephone: (416) 965-5277

## Mandate

The ministry develops policy for the elementary and secondary education of all Ontario residents and provides operating and capital grants to locally elected school boards. It operates schools for the blind, the deaf and the deaf/blind, demonstration schools for the learning disabled, educational programs in training schools, and the Independent Learning Centre.

## Organization

The ministry is organized into four divisions: Administration; Corporate Planning and Policy; Learning Programs; and Learning Services. Each division reports to an assistant deputy minister. In addition, there is an Assistant Deputy Minister of Franco-Ontarian Education. The ministry's programs are carried out by the provincial schools, six regional offices, and by services provided by head office.

## Divisions

### Administration Division

The Administration Division comprises six branches and three units and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information-management, data-processing and communication services, the application of the Affirmative Action/Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation and for the coordination of French-language services.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications

- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Contain information relating to professional service contracts and financial services.

### Contract Payroll

**Location:** Financial Services Branch, 900 Bay Street, 20th Floor, Mowat Block, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.7(1)(a) and (b). **Types of Information Maintained:** Social Insurance Number, name, branch, rate of pay, applicable deductions, date of payment, other pertinent data, general correspondence. **Uses:** Maintain employment record; respond to inquiries. **Categories of Users:** Managers of branches with contract employees, Financial Services staff. **Categories of Individuals in Bank:** Individuals with a fee-for-service contract with the ministry. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, branch. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Financial Accountant, Financial Services Branch, 900 Bay Street, 20th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2480.

### Corporate Planning and Policy Division

The Corporate Planning and Policy Division comprises four branches and is responsible for operational planning and reporting, setting priorities, strategic planning, corporate financial planning, policy development and analysis, general statistical information services and public enquiries, research, educational liaison, legislative planning and legal counsel, and teachers' superannuation.

### Personal Information Banks

Contain information relating to operational, strategic, financial and legislative planning, and statistics on trustees, teachers and students.

### Boards of Reference

**Location:** Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.238 to s.248. **Types of Information Maintained:** Correspondence, submissions, legal documentation concerning the termination of a teacher's contract and application to a Board of Reference. **Uses:** Coordinate the minister's position and response to application to a Board of Reference. **Categories of Users:** Legal counsel for the



ministry and ministry management. **Categories of Individuals in Bank:** Teachers whose contracts have been terminated by employer boards of education. **Policies and Practices – Storage:** Paper. **Retrievability:** Teacher's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 30 years, then transferred to archives. **Official Responsible:** Director, Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2228.

### Exchange Programs (Student)

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i) and s.237(7). **Types of Information Maintained:** Name, sex, age, address, telephone number, OHIP number, passport number, religion, country of birth, citizenship, education, medical information. **Uses:** Determine eligibility of student; match with appropriate exchange student in Europe. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Education Officer, International Student Exchange Unit, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5605.

### Exchange Programs (Teacher)

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20. **Types of Information Maintained:** Name, sex, age, address, telephone number, OHIP number, religion, country of birth, citizenship, education, medical information, teaching assignment information, accommodation information. **Uses:** Determine eligibility of teachers; match with appropriate exchange educator in exchange country. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Education Officer, Educator Services Unit, Education Liaison and Exchange Branch, 900 Bay Street, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5635.

### Experience Programs

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Types of Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship status, education. **Uses:** Determine eligibility of candidate to participate in program. **Categories of Users:** Experience Program personnel, education officers in regional offices, school board staff. **Categories of Individuals in Bank:** Secondary and post-secondary student applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Region, then name. **Access Controls:** Locked cabinets.

**Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Education Officer, Experience Program, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-9116.

### Master Identification File (MIDENT)

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, principal's name, degree, location, school, board, municipality, county, regional identification data. **Uses:** Identify schools, school boards and principals; produce mailing list. **Categories of Users:** Ministry management, school board staff. **Categories of Individuals in Bank:** Principals. **Policies and Practices – Storage:** Computer. **Retrievability:** School, board number and principal's name. **Access Controls:** Computer password. **Retention and Disposal:** 26 years, then transferred to archives. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

### Official Languages Monitor Program

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(i). **Types of Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, citizenship. **Uses:** Determine eligibility of candidates. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Post-secondary students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Education Officer, Federal-Provincial and Interprovincial Liaison, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-5996.

### School Board Report

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, name, degree, title, location, area of responsibility, English/French, sex. **Uses:** Planning and administration; produce statistical publications and directories. **Categories of Users:** Senior ministry officials. **Categories of Individuals in Bank:** Supervisory officers, other professional staff employed by school boards. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Board, number, then name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 12 years, then transferred to archives. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

## School Board Statutory Committee Members

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Name, trustee status, association affiliation, official language designation. **Uses:** Identify committee members. **Categories of Users:** Ministry officials. **Categories of Individuals in Bank:** Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Board then member's name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Term of membership, then destroyed. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

## School Board Trustees

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Name, number of years as trustee, area represented, home address and telephone number, business telephone. **Uses:** Maintain school board trustee lists; update directories. **Categories of Users:** Ministry officials. **Categories of Individuals in Bank:** Trustees, chairmen. **Policies and Practices – Storage:** Paper. **Retrievability:** Board and trustee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

## Student Leadership

**Location:** Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129 s.8(1)(v)(i). **Types of Information Maintained:** Name, sex, age, address, telephone number, OHIP number, religion, education, medical information. **Uses:** Determine student's eligibility. **Categories of Users:** Ontario Student Leadership Centre staff (Orillia), Student Leadership staff in the Education Liaison and Exchange Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Education Officer, Student Leadership Centre, Education Liaison and Exchange Branch, 900 Bay Street, 14th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6410.

## Supervisory Officer – Review of Principal Investigator's Performance

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(x). **Types of Information Maintained:** Principal investigator's name, project title, contractor, supervisory officer's name, ministry identification number, questionnaire – response from supervisory officer. **Uses:** Determine investigator's performance. **Categories of Users:** Policy Analysis and Research Branch

staff, advisory committee. **Categories of Individuals in Bank:** Professional researchers and writers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Ministry identification number and principal investigator's name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Coordinator, Educational Research, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-3141.

## Teachers' Certificates – Suspension/Cancellation/Reinstatement

**Location:** Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(m)(d) and s.10(1)(11). **Types of Information Maintained:** Correspondence, submission, legal documentation concerning suspension, cancellation, or reinstatement of teachers certificates. **Uses:** Coordinate the minister's position and response to certification matters. **Categories of Users:** Legal counsel for the ministry and ministry management. **Categories of Individuals in Bank:** Teachers whose qualifications are under review. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 30 years, then destroyed. **Official Responsible:** Director, Legislation Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2228.

## Teaching Staff Report

**Location:** Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10. **Types of Information Maintained:** Social Insurance Number, name, date of birth, sex, years of teaching experience, language of instruction, and various indicators. **Uses:** Identify qualified and unqualified teachers and locations; prepare summaries for management and planning purposes. **Categories of Users:** Registrar Services Section, Professional Development Branch. **Categories of Individuals in Bank:** Teachers, department heads, consultants, principals, vice-principals, supervisory officers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Board and school numbers, Social Insurance Number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** 20 years, then transferred to archives. **Official Responsible:** Manager, Statistical Information Services, Policy Analysis and Research Branch, 900 Bay Street, 15th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2636.

## Franco-Ontarian Education

Franco-Ontarian Education advises the ministry on priorities, programs and goals related to French-language education in Ontario; participates in the appointment and positioning of the ministry's French-language officials; reviews official documents related to French-language education; provides French-language consultative services to and liaises with the ministry's agencies, boards and commissions concerning French-language education; and

oversees the implementation of French-language governance legislation.

## Personal Information Banks

None

## Learning Programs Division

The Learning Programs Division comprises six branches and two units is responsible for the development of programs for elementary and secondary schools in Ontario. Also coordinates the ministry's participation in program development for adult and continuing education, child care, Native education, distance education and computers in education.

## Personal Information Banks

Contain information relating to the assessment of students' and teachers' credentials, eligibility for special programs, enrolment in provincial schools, proof of school attendance in closed private schools and training schools, and proof of date of birth. Also contain information on students applying to or enrolled in correspondence courses at the Independent Learning Centre and records of teachers working under agreement with the centre.

### Associate Teacher Records

**Location:** Independent Learning Centre, 909 Yonge Street, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10(3). **Types of Information Maintained:** Teacher's name, home and school addresses and telephone numbers, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of the teacher. **Uses:** Record eligibility for employment; teacher assessment; record terms of agreement. **Categories of Users:** Branch education officers. **Categories of Individuals in Bank:** Teachers working under agreement as associate teachers, test supervisors, teleutors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Chairman, Education Services, Independent Learning Centre, 909 Yonge Street, Toronto, Ontario, M4W 3G2, telephone: (416) 965-7326.

### Closed Juvenile/Adult Training Schools

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271; federal-provincial agreement. **Types of Information Maintained:** Student's records, name, address, age, sex, identification number, education, teachers' and administrators' comments. **Uses:** Issue transcripts of marks or diplomas; record proof of school attendance; occasionally provide proof of date of birth. **Categories of Users:** Registrar Services staff. **Categories of Individuals in Bank:** Students attending training schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of school, student's name. **Access Controls:** Secured files.

**Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

### Closed Private Schools

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271, s.24. **Types of Information Maintained:** Name, age, sex, address, identification number, education, teachers' and administrators' comments. **Uses:** Issue transcripts of marks and duplicate diplomas; occasionally provide proof of age. **Categories of Users:** Registrar Services staff, educational institutions. **Categories of Individuals in Bank:** Students attending closed private schools. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Secured files. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

### Demonstration Schools – Applicants

**Location:** Demonstration schools. Refer to the Directory of Education for addresses. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12. **Types of Information Maintained:** Name, age, sex, address, telephone number, education, medical information, blood type, psychological tests, views/opinions, identifying number, religion, financial information, correspondence. **Uses:** Determine eligibility and suitability for admission. **Categories of Users:** School administrators, teachers, education officers in Special Education and Provincial Schools Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 55 years, then transferred to archives. **Official Responsible:** Coordinator, Demonstration Schools, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2662.

### Developmental Centre Schools

**Location:** Developmental Centre schools. Refer to the Directory of Education for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Types of Information Maintained:** Name, sex, age, address, telephone number, education, medical and psychological tests, views/opinions, blood type, religion, identifying number, financial information, correspondence. **Uses:** Establish student's program; respond to correspondence (parents' inquiries). **Categories of Users:** School officials, teachers, branch education officers. **Categories of Individuals in Bank:** Students attending Developmental Centre schools. **Policies and Practices – Storage:** Paper. **Retrievability:** School, then name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 55 years, then transferred to archives. **Official Responsible:** Coordinator, Developmental Centres, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block,



Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568. Note: All education programs in Developmental Schools have been transferred to local school boards 87/88.

**French-Language Program**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v)(ii). **Types of Information Maintained:** Name, address, telephone number, position (e.g., teacher or principal). **Uses:** Determine eligibility for program. **Categories of Users:** Program coordinator. **Categories of Individuals in Bank:** Teachers, principals, coordinators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Education Officer, French-Language Fund, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-9167.

**Independent Learning Centre – Student Records**

**Location:** Independent Learning Centre, 909 Yonge Street, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, s.237. **Types of Information Maintained:** Name, address, telephone number, sex, age, student number, marital status, education, national origin, medical information, criminal status, employment status, student tests. **Uses:** Determine eligibility for enrolment; evaluate requirements for secondary school diploma. **Categories of Users:** Branch administrative staff, Registrar Services Unit staff. **Categories of Individuals in Bank:** Individuals enrolled in the Independent Learning Centre program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Student number. **Access Controls:** Secured storage area, computer password. **Retention and Disposal:** Information retained on line for 180 days after final activity; archived record of marks retained on site for 50 years, then destroyed. **Official Responsible:** Chairman, Education Services, Independent Learning Centre, 909 Yonge Street, Toronto, Ontario, M4W 3G2, telephone: (416) 965-7326.

**Ontario Scholars**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(v). **Types of Information Maintained:** Name, address, sex, ministry identification number, education. **Uses:** Determine eligibility for an Ontario Scholarship. **Categories of Users:** Staff of Professional Development Branch, Financial Services Branch, Ministry of Treasury and Economics. **Categories of Individuals in Bank:** Secondary school students. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Ministry identification number, school, student's name. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

**Principals' Course – Applicants**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 269. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, employment history, education, financial transactions. **Uses:** Determine eligibility for admission to principals' course. **Categories of Users:** Professional Development Branch staff, principals of courses, Central Registry. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Course, then name. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965- 6126.

**Private Scholarships**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.16; wills of beneficiaries designating the Ministry of Education as custodian of trust funds. **Types of Information Maintained:** Name, address, telephone number, education, identification number, sex. **Uses:** Request cheques for eligible (recommended) students from various trust accounts. **Categories of Users:** Staff of Professional Development Branch, Financial Services Branch. **Categories of Individuals in Bank:** Elementary and secondary students or first-year university students recommended by their schools for private scholarships. **Policies and Practices – Storage:** Paper. **Retrievability:** Scholarship by year, then student's name. **Access Controls:** Secured cabinets. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

**Regional Schools For Nursing Assistants (RSNA) – Applications**

**Location:** Regional schools. Refer to the local telephone directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Types of Information Maintained:** Name, age, education, citizenship status, telephone number, address, marital status. **Uses:** Determine eligibility for admission. **Categories of Users:** Regional school officials. **Categories of Individuals in Bank:** Candidates for admission. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current only. **Official Responsible:** Program Coordinator, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

**Regional Schools For Nursing Assistants (RSNA) – Attendance and Student Records**

**Location:** Regional schools. Refer to the local telephone



directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449.

**Types of Information Maintained:** Name address, telephone number, attendance record, education, medical information. **Uses:** Determine eligibility for admission; provide information on which to evaluate students' satisfactory completion of program. **Categories of Users:** Teachers, school administrators. **Categories of Individuals in Bank:** Applicants, students attending RSNA schools. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed; transcripts retained 55 years, then destroyed. **Official Responsible:** Program Coordinator, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

#### **Regional Schools for Nursing Assistants (RSNA) – Examination Answer Sheets**

**Location:** Regional schools. Refer to the local telephone directory for addresses. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 449. **Types of Information Maintained:** Name, examination answers and results. **Uses:** Determine a student's knowledge and successful completion of program. **Categories of Users:** Teachers and school administrators. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** When examination results available, destroyed if candidate is successful; retained for five years, then destroyed, if candidate is unsuccessful. **Official Responsible:** Program Coordinator, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568.

#### **Schools For the Blind and Deaf – Student Records**

**Location:** Individual schools. Refer to the Directory of Education for addresses. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12(6)(a) and (b). **Types of Information Maintained:** Name, address, telephone number, sex, age, education, medical information, psychological tests, views/opinions, identifying number, religion, blood type, financial information. **Uses:** Determine eligibility for enrolment; establish a program; deal with medical emergencies; respond to correspondence regarding students. **Categories of Users:** Branch education officers, school officials, teachers of enrolled students. **Categories of Individuals in Bank:** Students attending schools for the blind and/or deaf. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 55 years, then transferred to archives. **Official Responsible:** Coordinator, Schools for the Blind and Deaf, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2312.

#### **Secondary School Standing Records**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(a). **Types of Information Maintained:** Name, sex, age, address, telephone number, education, citizenship. **Uses:** Determine

eligibility for diplomas, college and university entrance. **Categories of Users:** Staff of Professional Development and Policy Analysis and Research branches, Ontario Universities Application Centre. **Categories of Individuals in Bank:** Secondary school students. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Ministry identification number, school, student's name. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

#### **Student Information System**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 262. **Types of Information Maintained:** Name, sex, age, address, citizenship status, first language, date of entry into Canada, school registrations, course results, diplomas and awards. **Uses:** Determine eligibility for diplomas, college and university entrance. **Categories of Users:** Staff of Professional Development and Policy Analysis and Research branches, Ontario Universities Application Centre, Ministry of Colleges and Universities. **Categories of Individuals in Bank:** Secondary school students. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Ministry identification number, school number/type, board, region, student's name. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** 60 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-7291.

#### **Supervisory Officers' Oral and Written Examinations**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 276. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, employment history, education. **Uses:** Determine eligibility of candidates. **Categories of Users:** Professional Development Branch staff. **Categories of Individuals in Bank:** Candidates for supervisory officers' examinations. **Policies and Practices – Storage:** Paper, microfiche. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6126.

#### **Teacher Information System**

**Location:** Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. **Legal Authority:** Education Act, R.S.O. 1980, c.129; Ontario Teacher's Qualifications, R.R.O. 1980, Reg. 269. **Types of Information Maintained:** Name, address, telephone number, sex, age, Social Insurance Number, employment history, education, medical information, views/opinions, correspondence. **Uses:** Determine eligibility for certification, equivalent standing;

update qualifications, issue teaching documents.

**Categories of Users:** Staff of Professional Development Branch, school boards, Policy Analysis and Research Branch. **Categories of Individuals in Bank:** Certified teachers, applicants for Ontario teacher certification. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** Varies – 15 years or to age 80 or upon death of applicant, then destroyed; select files to archives. **Official Responsible:** Manager, Registrar Services, Professional Development Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6126.

## Training Schools

**Location:** Various schools. Refer to the Directory of Education for addresses. **Legal Authority:** Child and Family Services Act, S.O. 1984, c.55, s.4 and s.6. **Types of Information Maintained:** Name, address, telephone number, sex, age, education, medical information, correspondence, opinions, identifying number, criminal record. **Uses:** Establish student's program. **Categories of Users:** School officials. **Categories of Individuals in Bank:** Training school students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** 55 years, then transferred to archives. **Official Responsible:** Coordinator, Special Education and Provincial Schools Branch, 900 Bay Street, 17th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4568. Note: All training schools have been divested to school boards.

## Learning Services Division

The Learning Services Division comprises two branches, six regional offices and one unit. Responsible for the delivery and supervision of programs and policies to school boards and accountable to the public for the progress and standards achieved in Ontario schools.

## Personal Information Banks

Contain information relating to general legislative grants, policies on education, school boards' services and private schools.

### Attendance Cases

**Location:** Program Implementation and Review Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.23(2).

**Types of Information Maintained:** Name, address, sex, age, attendance records, report of visitations, referral to other agencies, transcripts of legal inquiries, court judgement, medical certificates, personal letters and associated correspondence. **Uses:** Adjudicate attendance cases to ensure the attendance of school-age children in an educational program. **Categories of Users:** Provincial School Attendance Counsellors, social workers. **Categories of Individuals in Bank:** Children, young persons who are chronic non-attenders, parents, employers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Provincial School Attendance Counsellor, Program Implementation and Review Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2456.

## Blind/Deaf Pupil Records

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.12; O. Reg. 98/88, s.15. **Types of Information Maintained:** Name, sex, age, eligibility of pupils, program description, qualification of teachers. **Uses:** Determine approval for funding. **Categories of Users:** Education officer, staff of Special Education and Provincial Schools Branch. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Board name, pupil name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Home Schooling Reports

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20(2) and s.24 to s.30. **Types of Information Maintained:** Name, address, telephone number, qualifications, employment history, education, associate teacher number, references, students' and

education officers' opinions of teachers. **Uses:** Ensure that students not registered with board or private schools are being educated. **Categories of Users:** Staff of Central Ontario Regional Office, Supervisory Services Unit, Program Implementation and Review Branch, boards of education, Legislation Branch, parents and students. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Letters of Permission

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1); R.R.O. 1980, Reg. 269, s.49 (a), (b), (c) and (d). **Types of Information Maintained:** Individuals/school board name, Social Insurance Number, teaching area to be assigned, name of school, effective dates, date of approval. **Uses:** Permit school boards to use an uncertified person in a teaching capacity. **Categories of Users:** Ministry and school board officials. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Personalized Special Instructional Equipment

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.10(3); O. Reg. 98/88, s.1. **Types of Information Maintained:** Students/school board name, date of application, date of birth, type of equipment requested, cost, boards opinions, ministry's determination of approval/denial. **Uses:** Provide specialized equipment for classroom use. **Categories of Users:** Ministry and school board officials. **Categories of Individuals in Bank:** Stu-

dents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Board name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Private Schools (Inspected, Non-Inspected, Closed)

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.15(1-9); R.R.O. 1980, Reg. 271, s.1 to s.36. **Types of Information Maintained:** Private school inspection reports, records of private school visits, teachers' evaluation reports, organization charts, enrolment data, students' names and numbers, notice of intent to operate, students' grades, teachers' qualifications, correspondence, teachers' timetables. **Uses:** Assist the regional office in the evaluation and inspection of private schools; maintain data concerning the closure of private schools; grant or withhold schools' authority to issue diplomas. **Categories of Users:** Staff of Central Ontario Regional Office, Supervisory Services Unit, Professional Development Branch, Minister's Office, Adult and Secondary Education Branch and Legislation Branch. **Categories of Individuals in Bank:** Teachers and administrators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** School name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Private Schools (New)

**Location:** Program Implementation and Review Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129; R.R.O. 1980, Reg. 271, s.24. **Types of Information Maintained:** Copies of students' transcripts, diplomas, lists of marks, notices of intention to operate a private school, inspection



reports, attendance records, list of private schools and policies documentation. **Uses:** Record the provision of inspection services and the interpretation of Ontario education standards and policies with respect to private schools. **Categories of Users:** Educational institutions, regional office and branch staff. **Categories of Individuals in Bank:** Teachers, students, parents. **Policies and Practices – Storage:** Paper. **Retrievability:** School name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then transferred to archives. **Official Responsible:** Education Officer, Program Implementation and Review Branch, 900 Bay Street, 18th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2456.

## School Attendance Cases

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.20 and s.24 to s.30. **Types of Information Maintained:** Name, date of birth, age, sex, name and age of siblings, parents' names, telephone number, address, medical information, psychological reports, transcripts of hearings, tribunals, I.Q. test results, copies of summons. **Uses:** Report on home instruction procedures implemented by parents to determine if student is receiving adequate educational opportunities; attendance investigations. **Categories of Users:** Staff of Central Ontario Regional Office, Program Implementation and Review Branch, boards of education, Legislation Branch and Minister's Office, parents and students. **Categories of Individuals in Bank:** Students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of case file. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Temporary Letter of Approval

**Location:** Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale. Also the following regional offices: Eastern Ontario Region, 1580 Merivale Road, Nepean, Ontario, K2G 4B5, telephone: (613) 225-9210; Midnorthern Ontario Region, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4401; Northeastern Ontario Region, P.O. Box 3020m 447, McKeown Avenue, North Bay, Ontario, P1B 8K7, telephone: (705) 474-7210; Northwestern Ontario Region, Ontario Government Building, P.O. Box 5000, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1571; Western Ontario Region, 759 Hyde Park Road, London, Ontario, N6H 3S6, telephone: (519) 472-1440. **Legal Authority:** Education Act, R.S.O. 1980, c.129, s.8(1)(k); R.R.O. 1980, Reg. 269, s.50(a)

and (b). **Types of Information Maintained:** Teacher's/school board name, date of birth, Social Insurance Number, positions, date of application. **Uses:** Permission to use a certified teacher in a specified area where additional credentials are not held. **Categories of Users:** School and ministry officials. **Categories of Individuals in Bank:** Teachers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Teacher's name, board name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Regional Director, Central Ontario Regional Office, 2025 Sheppard Avenue East, Willowdale, Ontario, M2J 1W4, telephone: (416) 491-0330.

## Affiliated Agencies

### Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to the specific needs of that field. The council represents the Ontario Alliance for Children, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, the Ontario Advisory Council on the Physically Handicapped, the Ontario Psychological Association, the Ontario Association of Professional Social Workers, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of Education Administrative Officials, the Ontario School Trustees Council, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation, and the Ontario Medical Association.

### Personal Information Banks

None

### Council For Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the ministers of Education and Colleges and Universities. It advises the ministers on all matters concerning the education of Franco-Ontarians from junior kindergarten to university.

### Personal Information Banks

None

### Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.



## Personal Information Banks

None

### *Languages of Instruction Commission of Ontario*

The Languages of Instruction Commission mediates disputes between school boards and parents' advisory committees over the provision of education programs to official-language (French or English) minority groups.

## Personal Information Banks

None

### *Ontario/Regional Special Education Tribunals*

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

## Personal Information Banks

None

### *Planning and Implementation Commission*

The Planning and Implementation Commission advises the minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

## Personal Information Banks

None

### *Provincial Schools Authority*

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

## Personal Information Banks

Contain information relating to teachers' grievance, divestment and request for leaves of absence correspondence.

## Provincial Schools Authority Negotiations

**Location:** Human Resources Branch, 900 Bay Street, 20th Floor, Mowat Block, Toronto. **Legal Authority:** Provincial Schools Negotiations Act, R.S.O. 1980, c.403, s.4(1). **Types of Information Maintained:** Letters of surplus staff, divestments to school boards correspondence, requests for educational leaves of absence, submissions, legal documentation concerning an employee grievance. **Uses:** Coordinate the authority's position in response to grievances.

**Categories of Users:** Legal counsel for the authority, members of the authority. **Categories of Individuals in Bank:** Members of the Federation of Provincial Schools Authority Teachers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Chair, Provincial Schools Authority, 900 Bay Street, 20th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-2671.

## Access

Information and Privacy Coordinator  
Ministry of Education  
14th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1L2  
Telephone: (416) 963-2163



A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

# Ministry of Energy

## Head

Minister of Energy  
12th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 2B7  
Telephone: (416) 965-4286

## Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents and industry at reasonable prices in a manner consistent with the protection of the environment. To fulfill this responsibility, the ministry works with other ministries, agencies of the government, and with the energy sector.

## Organization

The ministry is organized into six branches: Legal Services, Corporate Relations, Finance and Administration, Policy Development, Energy Liaison and Planning, and Programs and Technology.

## Divisions

### *Legal Services Branch*

Counsels the ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

### **Personal Information Banks**

None

### *Corporate Relations*

Provides communications services for the ministry.

### **Personal Information Banks**

None

### *Finance and Administration*

The branch provides services to support effective management of the ministry's resources and comprises Financial Services, Audit and Evaluation, Contract Administration, Information Systems and Resources, and Staff Services. Personnel services are provided by the Ministry of Treasury and Economics.

## Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## *Policy Development*

The branch is responsible for strategic planning and forecasting for the ministry.

### **Personal Information Banks**

None

## *Energy Liaison and Planning Branch*

Responsible for the development, review and presentation of policies and priorities related to the supply, demand and pricing of all forms of energy. Also responsible for the analysis and collection of available energy information to provide a framework for policy and program initiatives. The branch consists of the following sections: Oil and Gas; Electricity; Economics and Forecasts; and Energy Management.

### **Personal Information Banks**

None

## *Programs and Technology Branch*

Develops programs and activities to encourage the development and use of conservation, demand management and alternative energy options. The branch maintains expertise and awareness in energy technologies, products and services, and provides assistance to government, municipalities, industry, and the general public. Management of programs and provision of information is the responsibility of three operational sections: Industry Programs; Energy Research and Development; and Energy Efficiency.

### **Personal Information Banks**

None

## Affiliated Agencies

### *Board of Valuation*

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

### Personal Information Banks

None

### *Ontario Energy Board*

The Ontario Energy Board has jurisdiction over energy-related matters including: regulation of natural gas rates; municipal franchise approvals; hydrocarbon pipeline construction and related environmental concerns; expropriation for utility access; and control of utility accounting procedures.

### Personal Information Banks

None

## Access

Freedom of Information and Privacy Coordinator  
Ministry of Energy  
10th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 2B7  
Telephone: (416) 965-6575



A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the tenth floor at 56 Wellesley Street West, Toronto.

# Ministry of the Environment

## Head

Minister of the Environment  
15th Floor, 135 St. Clair Avenue West  
Toronto, Ontario  
M4V 1P5  
Telephone: (416) 323-4360

## Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

## Organization

The ministry's head office is in Toronto. The ministry is organized into five divisions, 18 branches and six regions. Programs are administered and services provided to the public by head office and 26 field offices.

## Divisions

### Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's five divisions: Corporate Resources; Environmental Services; Intergovernmental Relations and Strategic Projects; Operations; Approvals and Engineering; and the Communications and Legal Services branches.

### Personal Information Banks

None

### Communications Branch

This branch provides information on the ministry's policies and programs to the public, interest groups and the media. It establishes communications policy for the ministry and advises its branches and regions on communications programs.

### Personal Information Banks

None

### Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

### Litigation Files

Also contain correspondence, investigations, names of offenders violating environmental legislation, and procedures. Used for general administrative and enforcement purposes.

### Agreement Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, agreements, legal opinions, procedures, related correspondence. **Uses:** Develop ministry agreements for financial and/or administrative services. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals who are party to agreements with the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 22 years, then destroyed. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Claims Against the Crown Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone number, transcripts, judgements, related correspondence. **Uses:** Resolve land claims; record action against the ministry. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals or claimants initiating a suit. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of initiator or other identification of claim. **Access Controls:** Locked room. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Claims Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, reports, claims, minutes of meetings, legal opinions, settlements, arbitrations, related correspondence. **Uses:** Record information and events in respect of legal handling of claims. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals making claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 20 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.



## Hearings Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, notices, transcripts, legal opinions, judgments, related correspondence. **Uses:** Investigate, develop and conduct ministry hearings. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals who have been principal party before the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Orders Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.18(2). **Types of Information Maintained:** Name, address, telephone number, recommendations to issue orders and supporting documents (violation notices and inspection reports), copy of orders, inspection reports, legal opinions, related correspondence. **Uses:** Investigate, develop and conduct ministry issuance of orders. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals to whom orders have been issued. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room restricted to branch solicitors and ministry staff involved with files. Executed orders are public record. **Retention and Disposal:** 24 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Prosecution Files

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.280, s.4. **Types of Information Maintained:** Defendant's name, address, telephone number. **Uses:** Investigate, develop and conduct ministry prosecutions. **Categories of Users:** Branch solicitors and appropriate ministry staff. **Categories of Individuals in Bank:** Individuals being prosecuted for offences under ministry legislation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Prosecutions Summaries

**Location:** Legal Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Defendant's name, address, court, offence, judge, defence counsel, appeal status, remarks. **Uses:** Record information and events regarding prosecutions by the ministry. **Categories of Users:** Branch solicitors and

appropriate ministry staff. **Categories of Individuals in Bank:** Individuals being prosecuted. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of party being prosecuted. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

## Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs, and ensures compliance with Ontario's financial and administrative directives. The division consists of seven branches: Policy and Planning; Research and Technology; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information and Privacy Protection and the French Services programs; and Management Audit.

## Personal Information Banks

Contain information related to personnel matters and used for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Insurance Files

**Location:** Administrative Services Branch, 135 St. Clair Avenue West, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, incident and vehicle accident reports. **Uses:** Record incidents which may have caused damage to ministry property and report to Ministry of Government Services; record motor-vehicle accidents involving employees using ministry or leased vehicles on government business and report to Ministry of Transportation. **Categories of Users:** Branch administrative

staff and safety officers. **Categories of Users in Bank:** Individuals involved in incidents causing property damage and personal injury, or individuals involved in motor-vehicle accidents using government or leased vehicles while on government business. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of incident, name, location. **Access Controls:** Locked room. **Retention and Disposal:** One to six years, then destroyed. **Official Responsible:** Director, Administrative Services Branch, Corporate Resources, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4243.

## Environmental Services Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division consists of four branches: Air Resources; Water Resources; Waste Management and Laboratory Services.

## Personal Information Banks

Contain information related to environmental concerns and used for general administrative and accounting purposes.

### Car Exhaust Emissions Records

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2). **Types of Information Maintained:** Driver's name, licence number, vehicle year, model name and make, test number, date of inspection, location of inspection, analyser number. **Uses:** Monitor number of vehicles without emission controls; monitor carbon monoxide readings. **Categories of Users:** Ministry test centre inspectors. **Categories of Individuals in Bank:** Drivers and owners. **Policies and Practices – Storage:** Paper. **Retrievability:** Test number and driver's name. **Access Controls:** Locked room. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### External Request Phytotoxicology Files

**Location:** Air Resources Branch, 880 Bay Street, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.4. **Types of Information Maintained:** Name, address of parties, nature of complaint, damages, alleged source, investigation report, supporting data, board hearings. **Uses:** Control pollution; document plant injury; compensate complainant for financial damages. **Categories of Users:** Phytotoxicology and regional abatement staff. **Categories of Individuals in Bank:** Complainants, offenders. **Policies and Practices – Storage:** Paper. **Retrievability:** Region, complainant's name. **Access Controls:** Locked room. **Retention and Disposal:** 40 years, then to archives. **Official Responsible:** Manager, Phytotoxicology Section, Air Resources Branch, 880 Bay

Street, Toronto, Ontario, M5S 1Z8, telephone: (416) 965-4516. For northern Ontario files, contact Chief, Air Quality Assessment, 435 James Street South, Thunder Bay, Ontario, P7C 5G6, telephone: (807) 475-1215.

### Notice to Submit Motor-Vehicle Form 1

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.128(2); R.R.O. 1980, Reg. 381. **Types of Information Maintained:** Name and address of person being served with notice, owner or driver of vehicle, driver's licence number, car make and year, Ontario registration plate number, date, time and location of inspection. **Uses:** Inform driver to submit vehicle for inspection at ministry test centre. **Categories of Users:** Ministry inspectors, Ontario Provincial Police, municipal police. **Categories of Individuals in Bank:** Owner, driver of vehicle served with notice. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Notice number, name of person served. **Access Controls:** Locked room. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Vehicle Emissions – Prosecutions File

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Defendant's name, address, prosecution data, inspector's name, date of offence, court date, charge, date charge laid, court location, plea, result, amount of fine. **Uses:** Record violations of removal of air pollution control devices and of visible emissions. **Categories of Users:** Ministry test centre staff. **Categories of Individuals in Bank:** Defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date order, name of defendant. **Access Controls:** Locked room. **Retention and Disposal:** Nine years, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

### Vehicle Emissions Test Centre – General Files

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.22. **Types of Information Maintained:** Complainant's name, address, home and business telephone number, nature of complaint, date and time, violator's name, address, home and business telephone number, description of emissions, vehicle licence number, serial number, make, model, year, inspector's name. **Uses:** Maintain record of all vehicle emission complaints and follow-up. **Categories of Users:** Ministry test centre inspectors. **Categories of Individuals in Bank:** Complainants and defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Date, name. **Access Controls:** Locked room. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Vehicle Emissions Test Centre Manager, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

## Vehicle Test Agreement

**Location:** Air Resources Branch, 1146 Castlefield Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Vehicle owner's name, address, telephone number, car licence number, general information on vehicle engine, usage and maintenance. **Uses:** Represent a legal document specifying a voluntary agreement between vehicle owner and ministry to have the vehicle tested; gather information on usage and maintenance. **Categories of Users:** Ministry project technician. **Categories of Individuals in Bank:** Car owners who have had vehicles tested. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Project Technician, Air Resources Branch, 1146 Castlefield Avenue, Toronto, Ontario, M6B 1E9, telephone: (416) 965-1209.

## Well Contractor and Well Technician Licensees

**Location:** Water Resources Branch, 1 St. Clair Avenue West, Toronto. **Legal Authority:** Ontario Water Resources Act, R.S.O. 1980, c.361, s.22; O. Reg. 612/84. **Types of Information Maintained:** Name, address, applicant's or licensee's qualifications to conduct business in well construction. **Uses:** Monitor and control the issuance and renewal of well contractor and well technician licences in accordance with legislation. **Categories of Users:** Senior water-well inspector, regional water-well inspectors. **Categories of Individuals in Bank:** Applicants, successful licensees. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number or name. **Access Controls:** Locked room. **Retention and Disposal:** Expiry of licence, then destroyed. **Official Responsible:** Senior Water-Well Inspector, Water Resources Branch, 1 St. Clair Avenue West, Toronto, Ontario, M4V 1K6, telephone: (416) 323-4872. For regional offices, contact Chief, Water Resources Assessment. Refer to Government of Ontario Telephone Directory for addresses.

## Intergovernmental Relations and Strategic Projects Division

The division coordinates ministry participation in inter-governmental programs and develops and implements related strategic projects including acid precipitation, surveillance and abatement projects affecting the Great Lakes and the Niagara, Detroit, St. Clair and St. Mary's rivers systems, and the development of environmental standards for hazardous contaminants. The division consists of the Hazardous Contaminants Co-ordination Branch, the Acid Precipitation Office, and the Intergovernmental Relations and Strategic Projects Office.

## Personal Information Banks

Contain information related to individuals involved in pest-control operations and used for issuing licences and permits.

## Pesticides Control Program Permit Files

**Location:** Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Types of Information Maintained:** Names of pesticide users and companies, location of use, type and amount of pesticide product, date of proposed extermination, name and licence numbers of exterminators involved, permit numbers, dates of issue, names of owners and/or responsible persons. **Uses:** Regulate sale and use of restricted pest-control products. **Categories of Users:** Appropriate ministry regional and head office staff. **Categories of Individuals in Bank:** Permit holders performing exterminations with restricted pest control products. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Permit number, pesticide type and quantity. **Access Controls:** Locked room. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Manager, Agricultural and Industrial Chemicals Section, Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto, Ontario, M4V 1M2, telephone: (416) 323-5099. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

## Termite Control Grant Program

**Location:** Hazardous Contaminants Branch, 40 St. Clair Avenue West, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980; Ontario grant program agreement between Ministry of the Environment and Association of Municipalities of Ontario. **Types of Information Maintained:** Names of municipalities, property addresses, names of owners and tenants, pest-control company name, exterminator's name, building inspector's name, dates. **Uses:** Decide eligibility for grant program. **Categories of Users:** Appropriate ministry regional and head office staff, administrative and specialist staff of participating municipalities. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality, name. **Access Controls:** Locked file room. **Retention and Disposal:** 10 years, then to archives. **Official Responsible:** Manager, Agricultural and Industrial Chemicals Section, Hazardous Contaminants Co-ordination Branch, 40 St. Clair Avenue, West, Toronto, Ontario, M4V 1M2, telephone: (416) 323-5099. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

## Operations Division

The division is the operational and enforcement arm of the ministry, working in conjunction with the Environmental Services, Approvals and Engineering, and Strategic Projects divisions, as well as investigating and enforcing Ontario's environmental legislation. The division consists of six regions with 26 field offices throughout Ontario and the Investigations and Enforcement Branch.

## Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.



## Crown Brief Files

**Location:** Investigations and Enforcement Branch, 250 Davisville Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, Crown briefs. **Uses:** Document legal action resulting from investigations. **Categories of Users:** Appropriate ministry staff. **Categories of Individuals in Bank:** Defendants, lawyers, investigators. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, number, region. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Investigations and Enforcement Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3507.

## Occurrence Report Files

**Location:** Investigations and Enforcement Branch, 250 Davisville Avenue, Toronto. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, report. **Uses:** Document investigations of alleged infractions of environmental legislation. **Categories of Users:** Ministry investigative staff. **Categories of Individuals in Bank:** Individuals involved in alleged infractions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, number, region. **Access Controls:** Locked room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Investigations and Enforcement Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3507.

## Private Sewage Systems Files

**Location:** Regional offices. Refer to Government of Ontario Telephone Directory for addresses. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.65. **Types of Information Maintained:** Name, address of applicants for certificates of approval to install private sewage systems, inspection reports, copy of certificates, record of complaints and investigations, related correspondence. **Uses:** Maintain records on approvals and problems related to private sewage systems. **Categories of Users:** Ministry utilities staff. **Categories of Individuals in Bank:** Individuals applying for private sewage systems; health units. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, number. **Access Controls:** Locked room. **Retention and Disposal:** 55 years, then destroyed. **Official Responsible:** Regional Manager, Utility Operations. Refer to Government of Ontario Telephone Directory for addresses.

## Approvals and Engineering Division

In support of the operational and enforcement arms of the Ministry, this division coordinates all approvals and engineering functions such as: reviews and approves land use and environmental projects for industrial waste water and air emissions, water treatment, and sewage- and solid-waste disposal facilities; reviews applications for funding municipal and water sewage works; carries out the technical review of environmental assessments of proposed undertakings; develops policies and guidelines related to land use plan review; administers the pesticide licensing program, as well

as noise assessment and systems support; is responsible for project management and engineering; and the reporting, surveillance and clean-up of spills and other environmental emergencies. The division consists of three branches: Approvals; Environmental Assessment; Project Engineering; and the Spills Action Centre.

## Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

### Licensed Private Sewage Installers and Haulers – Class 1 and 2

**Location:** Approvals Branch, 250 Davisville Avenue, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.69. **Types of Information Maintained:** Name, address, licence application, related correspondence. **Uses:** Evaluate credentials for a licence. **Categories of Users:** Lawyers, general public, appropriate ministry staff. **Categories of Individuals in Bank:** Private individuals, companies and corporations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Supervisor, On-Site Sewage Systems Unit, Environmental Approvals and Land Use Planning, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3544.

### Operator/Vendor/Applicator Licensing Files

**Location:** Approvals Branch, 250 Davisville Avenue, Toronto. **Legal Authority:** Pesticides Act, R.S.O. 1980, c.376, s.5; R.R.O. 1980, Reg. 751, s.5. **Types of Information Maintained:** Name, address, telephone number, corporation names, names of official representatives, licence numbers and classifications, fitness certification, character references. **Uses:** Regulate the licensing program. **Categories of Users:** Ministry head office and regional pesticides staff. **Categories of Individuals in Bank:** Retail, wholesale and company operators, vendors and applicators engaged in the sale and application of land, structural or water pest-control operations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employer, licence number. **Access Controls:** Locked room. **Retention and Disposal:** Operator/vendor – seven years, then destroyed; applicator – four years, then destroyed. **Official Responsible:** Manager, Administrative Services, Approvals Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3716. For regional offices, contact the Regional Pesticides Officer. Refer to Government of Ontario Telephone Directory for addresses.

### Spills Action Centre Incident Reports

**Location:** Spills Action Centre, 7 Overlea Boulevard, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.80. **Types of Information Maintained:** Name, address, incident reports of pollution complaints, spills, summaries of incidents, field inspectors' spill reports, voice recording tapes, industries involved in major spills. **Uses:** Abatement and enforcement activities. **Categories of Users:** Spills Action Centre staff, appropriate ministry staff. **Categories of Individuals in Bank:** Private citizens, com-



panies, public utilities, federal agencies. **Policies and Practices – Storage:** Paper, voice recording tapes, electronic. **Retrievability:** Name, date, time, company name. **Access Controls:** Locked file room, computer code. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Head, Spills Action Centre, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-9619. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### *Board of Negotiation*

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases. It is administered by the Environmental Assessment Board.

#### Personal Information Banks

None

### *Environmental Appeal Board*

This board hears appeals of persons affected by decisions or orders of local health authorities or of the Ministry of the Environment, related to private sewage disposal, water and sewage, waste disposal, air and noise pollution and pesticides.

#### Personal Information Banks

None

### *Environmental Assessment Advisory Committee*

The committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

#### Personal Information Banks

None

### *Environmental Assessment Board*

This board holds public hearings on the impact of major development proposals under the Environmental Assessment Act, the Environmental Protection Act, and the Ontario Water Resources Act. Under the latter two statutes, the board makes recommendations to the ministry's Director of Approvals who makes the ultimate decision. With respect to

the Environmental Assessment Act, the board makes decisions which can only be changed or rescinded by the minister with the approval of the Lieutenant Governor in Council.

#### Personal Information Banks

None

### *Environmental Compensation Corporation*

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

#### Personal Information Banks

Contain information used for general administrative and accounting purposes.

#### Applications for Compensation

**Location:** Environmental Compensation Corporation, Suite 1203, Box 2382, 2300 Yonge Street, Toronto. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.91. **Types of Information Maintained:** Name, address, medical information, employment information, correspondence with applicants, proofs of loss, insurance policies, accident reports, deliberations. **Uses:** Determine eligibility for compensation. **Categories of Users:** Board, legal counsel, potential subrogated defendants. **Categories of Individuals in Bank:** Individuals notifying the corporation of a loss alleged to have resulted from a spill. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, incident, number. **Access Controls:** Locked room, computer password. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Solicitor, Environmental Compensation Corporation, Suite 1203, Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4826.

### *Farm Pollution Advisory Committee*

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices" which are exempt from certain provisions of the Environmental Protection Act. The role of the committee is currently under review.

#### Personal Information Banks

None

### *Hazardous Waste Listing Advisory Committee*

This committee will solicit public response to interim recommendations of the ministry as to whether or not a waste substance should be listed as hazardous. It will receive correspondence commenting on these decisions at

the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

## Personal Information Banks

None

## Joint Board – Office of Consolidated Hearings

This board, comprised of members drawn from both the Ontario Municipal Board and the Environmental Assessment Board, holds public hearings in connection with matters set out in the Consolidated Hearings Act. This statute applies to an undertaking where more than one hearing is or may be required. The Joint Board makes decisions which can only be changed or rescinded by order of the Lieutenant Governor in Council.

## Personal Information Banks

None

## Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from nine sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

## Personal Information Banks

None

## Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

## Personal Information Banks

None

## Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

## Personal Information Banks

None

## Public Records

Contain information relating to environmental protection and accessible upon application.

### Board of Negotiation

**Purpose:** Maintain a record of notices, ministry investigations and board reports. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.134. **Types of Information Maintained:** Name, address, notices of negotiation, correspondence and reports. **Policies and Practices – Retrievability:** Name and hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Board Secretary, Board of Negotiation, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

### Directors File

**Purpose:** Maintain a record of persons designated as directors under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone numbers. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

### Environmental Appeal Board Appeal Record

**Purpose:** Document hearing and appeal notices, and decisions of board. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.122. **Types of Information Maintained:** Names, addresses, notices of appeal, control orders, stop orders, notices of hearing, decisions of the board, related appeal documents and correspondence. **Policies and Practices – Retrievability:** Name, company, file number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Chairman, Environmental Appeal Board, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

### Environmental Appeal Board Hearings Record

**Purpose:** Document evidence given by witnesses at board hearings. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.122. **Types of Information Maintained:** Exhibits entered at hearings, transcripts of public hearings. **Policies and Practices – Retrievability:** Name, company, file number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Chairman, Environmental Appeal Board, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

### Environmental Assessment Board Hearings Record

**Purpose:** Document evidence given by witnesses at board hearings. **Legal Authority:** Environmental Assessment Act, R.S.O. 1980, c.140, s.31. **Types of Information Maintained:**

Name, occupation, address, applications, notices, exhibits entered, transcripts, board decisions and reports, related documents and correspondence. **Policies and Practices – Retrievability:** Name of proponent, hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Board Secretary, Environmental Assessment Board, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

#### Joint Board Hearings Record

**Purpose:** Document evidence given by witnesses. **Legal Authority:** Consolidated Hearings Act, S.O. 1981, c.20, s.5. **Types of Information Maintained:** Name, address, notices to Hearings Registrar, exhibits entered, transcripts, board decisions, related correspondence. **Policies and Practices – Retrievability:** Name of proponent and hearing number. **Retention and Disposal:** 25 years, then transferred to archives. **Access Procedure:** Hearings Registrar, Office of Consolidated Hearings, Suite 1201, Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

#### Provincial Analysts File

**Purpose:** Maintain a record of persons designated as provincial analysts under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone, occupation. **Policies and Practices – Retrievability:** Name and computer code. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

#### Provincial Officers File

**Purpose:** Maintain a record of persons designated as provincial officers under acts administered by ministry. **Legal Authority:** Ministry of the Environment Act, R.S.O. 1980, c.278, s.4. **Types of Information Maintained:** Name, address, telephone number, date of appointment. **Policies and Practices – Retrievability:** Name and computer code. **Retention and Disposal:** Not determined. **Access Procedure:** Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

#### Waste Management Systems – Haulers

**Purpose:** Maintain a record of private citizens, companies and corporations who apply for waste management systems approval. **Legal Authority:** Environmental Protection Act, R.S.O. 1980, c.141, s.40. **Types of Information Maintained:** Name, address, applications for certificates of approval, recommendations by ministry regional staff pertaining to Certificates of Approval, renewals, copies of certificates. **Policies and Practices – Retrievability:** Name, certificate number. **Retention and Disposal:** Seven years, then destroyed. **Access Procedure:** Supervisor, Waste Sites and Systems Approvals Unit, Approvals Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3544. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

## Access

Coordinator  
Environment Ontario  
Freedom of Information and Privacy Protection Office  
5th Floor, 7 Overlea Boulevard  
Toronto, Ontario  
M4H 1A8  
Telephone: (416) 965-4385



A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Government of Ontario Telephone Directory for addresses.

# Fanshawe College of Applied Arts and Technology

## Head

Chair, Board of Governors  
Fanshawe College of Applied Arts and Technology  
1460 Oxford Street East  
P.O. Box 4005  
London, Ontario  
N5W 5H1  
Telephone: (519) 452-4458

## Mandate

Fanshawe College provides students with quality learning experiences for career and personal development in a wide range of part-time and full-time vocational programs and courses as well as part-time avocational activities. Learning experiences are offered in the areas of post-secondary certificate and/or diploma programs, academic upgrading, adult retraining, continuing education and general interest.

## Organization

Fanshawe College is a Crown corporation of the government of Ontario, governed by a Board of Governors and administered by a President as chief executive officer. The college is organized into three divisions, Academic, Community and General Services with campuses in the counties of Elgin, Middlesex, Norfolk, and Oxford. Head office is located at 1460 Oxford Street East, London.

## Divisions

### *Board of Governors*

The Board of Governors establishes college goals, priorities, and policies and evaluates progress achieved on these activities and policy directions. The Board of Governors is comprised of seventeen members which includes the college's President as an ex officio member. Also included in this number are one member each of the three employee groups of the college and one member of the student body. The Board is further supported by an Executive Secretary and a Treasurer.

### **Personal Information Banks**

None

### *President's Office*

The President is appointed by and responsible to the Board of Governors as the chief executive officer with responsibility for the day-to-day operation of the college. The President's Office is comprised of the President, three Vice-Presidents, and appropriate support staff.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Academic Services*

This service area provides academic programs through the schools of Business and Applied Arts, Health Sciences and Human Services, and Technology.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants  
Dental Clinic Patients

### *Community Services*

This service area provides educational programs through the School of Continuing Education and through the area campuses, as well as education marketing and promotion services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees

### *General Services*

This service area provides support services including finance, human resources, student admissions, educational resources, and plant and property matters.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll, and Benefits Records  
Graduate and Alumni Records  
Job Competitions and Applications  
Library Users  
Ombudsman/Human Rights Commission  
Ontario Student Assistance Program  
Professional Development  
Scholarships and Awards  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)



## Access

Information and Privacy Coordinator  
Fanshawe College of Applied Arts and Technology  
1460 Oxford Street East  
P.O. Box 4005  
London, Ontario  
N5W 5H1  
Telephone: (519) 452-4460



A public reading room for the review of manuals and other information is open during regular office hours in the Main Library, Room F1003, at 1460 Oxford Street East, London.

# Ministry of Financial Institutions

## Head

Minister of Financial Institutions  
8th Floor, 555 Yonge Street  
Toronto, Ontario  
M7A 2H6  
Telephone: (416) 963-2055

## Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

## Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Insurance Division, the Ontario Securities Commission, the Pension Commission of Ontario and the Ontario Automobile Insurance Board. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

## Divisions

### *Office of the Deputy Minister*

Provides staff support to the deputy minister. The French Language Services Coordinator and the Information and Privacy Coordinator provide services to the ministry in their respective areas.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests  
Performance Management

### *Communications Services Branch*

The Communications Branch supports both the Ministry of Financial Institutions and the Ministry of Consumer and Commercial Relations. It comprises the News and Information Section which maintains media liaison and produces consumer publications and news releases, and the Consumer Information Centre which answers public inquiries and offers support to consumer-education professionals.

## Personal Information Banks

None

### *Finance and Administration Section*

The Finance and Administration Section comprises the Executive Coordinator's Office, the Investigations Branch, and a small administrative support group. It is responsible for the overall coordination of ministry administration and provides some administrative services to both the Deposit Institutions and Insurance divisions. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Consumer and Commercial Relations.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Workers' Compensation

### **Registrations and Investigations**

**Location:** Investigations Branch, 543 Yonge Street, Toronto.  
**Legal Authority:** Provincial Offences Act, R.S.O. 1980, c.400, s.1(2); Police Act, R.S.O. 1980, c.381, s.69(2). **Types of Information Maintained:** Name, address, date of birth, sex, residence, employment history, present or past activities, information on associates, qualifications, criminal offences, quasi-criminal offences, physical description, citizenship, information from confidential sources. **Uses:** Determine suitability of applicants for registration and/or continued registration; law enforcement. **Categories of Users:** Authorized staff of Investigations Branch, law enforcement agencies. **Categories of Individuals in Bank:** Individuals applying for registration, currently or previously registered under acts administered by the division and those prosecuted or under investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years after registrant becomes inactive, five years for suspected violators or when formal action has been taken, then destroyed. **Official Responsible:** Director or Deputy Director, Investigations Branch, 543 Yonge Street, Toronto, Ontario, M7A 2J8, telephone: (416) 963-1248.

## Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

## Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

## Personal Information Banks

None

## Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing, registration, and examining the financial and business practices of financial institutions and mortgage brokers. Comprises the Office of the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Services Branch, and the Loan and Trust Corporations Branch.

## Personal Information Banks

Contain information on individuals and corporations registered under various acts, credit unions/caisses populaires, loan and trust corporations, and mortgage brokers.

## Corporate Documents – Cooperative Services

**Location:** Credit Unions and Cooperatives Services Branch, Deposit Institutions Division, 555 Yonge Street, Toronto.

**Legal Authority:** Co-operative Corporations Act, R.S.O. 1980, c.91; as amended, S.O. 1981, c.61; R.R.O. 1980, Reg. 83, s.5, s.34, s.141, s.153, s.157 and s.164. **Types of Information Maintained:** Name, address, financial and business information. **Uses:** Ensure directors and officers comply with the act; administer the act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Incorporators, directors, officers of cooperative corporations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of cooperative and individual. **Access Controls:** Locked cabinets. **Retention and Disposal:** Corporate documents – six years, then destroyed; correspondence – five years, then destroyed. **Official Responsible:** Director, Credit Unions and Cooperatives Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0515.

## Corporate Documents – Credit Unions

**Location:** Credit Unions and Cooperatives Services Branch, Deposit Institutions Division, 555 Yonge Street, Toronto.

**Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, c.62/81 and c.46/83, s.3, s.24, s.45 and s.136. **Types of Information Maintained:** Name, address, telephone number, work experience, education, police records, credit checks, confidential financial and business data filed by client groups. **Uses:** Ensure directors and officers comply with the act; administer the act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Incorporators, directors, officers and committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Corporate – not determined; examiner's financial statements – eight years, then destroyed. **Official Responsible:** Director, Credit Unions and Cooperatives Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0515.

## Credit Unions/Caisses Populaires – Complaints

**Location:** Credit Unions and Cooperatives Services Branch, Deposit Institutions Division, 555 Yonge Street, Toronto.

**Legal Authority:** Credit Unions and Caisses Populaires Act, R.S.O. 1980, c.102; as amended, c.62/81 and c.46/83. **Types of Information Maintained:** Name, address, employment history, business involvement, financial history, income, net worth, any other information complainants wish to provide. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of credit union/caisse populaire. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Credit Unions and Cooperatives Services Branch, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-0515.

## Legal Files – Corporate Documents, Statutory Reports, Annual Regulatory Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Types of Information Maintained:** Name, address, date of birth, citizenship, work experience, education. **Uses:** Ensure directors, officers and shareholders comply with the act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Directors, officers, material shareholders. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Corporate documents – life of corporation plus 30 years, then transferred to archives; statutory reports – current plus 15 years, then transferred to archives; annual regulatory records – current plus seven years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Legal Working Papers and Special Files

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Types of Information Maintained:** Name, address, date of birth, citizenship, work experience, education, net worth, character, police record. **Uses:** Ensure directors, officers and shareholders comply with the act. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Directors, officers, material shareholders. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Legal working papers – life of corporation plus 30 years, then transferred to archives; special files – 30 years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Loan and Trust Corporations – Complaints

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Loan and Trust Corporations Act, S.O. 1987; O. Reg. 167/88. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment, financial situation, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Corporation's and individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Manager, Financial and Business Standards, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Mortgage Brokers – Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) Computer System

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4, s.5, s.6 and s.8. **Types of Information Maintained:** Name, address, date of birth, employment history, some financial history, criminal offences, sponsor, credit information, judgments, inspections. **Uses:** Ensure applicant complies with the act. **Categories of Users:** Authorized staff, users of CREDITS. **Categories of Individuals in Bank:** Brokers, applicants for registration. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Surname, corporation's name or identifying number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Mortgage Brokers – Complaint Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.4,

s.5, s.6 and s.8. **Types of Information Maintained:** Complainant's name, address, telephone number, person/company against whom complaint is made. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Authorized staff, users of the Commercial Registration Enquiry, Data and Information Tracking System (CREDITS) computer system. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper, index cards and microimages. **Retrievability:** Name, complaint control number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Up to 100 years, then transferred to archives or destroyed. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Mortgage Brokers – Licence Compliance and Inspection Records

**Location:** Loan and Trust Corporations Branch, Deposit Institutions Division, 555 Yonge Street, Toronto. **Legal Authority:** Mortgage Brokers Act, R.S.O. 1980, c.295, s.3. **Types of Information Maintained:** Name, home and business address and telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principle shareholders, directors, officers, employees of non-registered businesses. **Uses:** Ensure businesses comply with the act; reference for Registrar in processing registrations. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Principle shareholders, directors, officers, employees of non-registered businesses and registrants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, registration number, assignment number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Registrar, Mortgage Brokers Act, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 963-3532.

## Information and Technology Division

The division develops and supports corporate administrative policies, strategies and plans which encourage the effective use of information technology. It provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, and provides advice and consultation on information-technology issues.

## Personal Information Banks

None

## Insurance Division

The division regulates insurance corporations, agents, adjusters under the Insurance Act; registrants under the Prepaid Hospital and Medical Services Act; registrants, salespersons under the Investment Contracts Act; and



administers the Motor Vehicle Accident Claims (MVAC) Fund legislation. The division comprises the Superintendent's Office and three reporting branches – Service Development, Licensing and Examinations, and MVACF/Agents and Adjusters.

## Personal Information Banks

Contain information on individuals licenced or seeking a licence under the acts administered by the division; information on directors, officers, employees, agents, creditors, mortgagors, purchasers or vendors of real estate of companies licenced or seeking a licence under the acts administered by the division; information about individuals making complaint against licenced individuals or companies; and information about debtors and claimants under the MVAC Fund.

### Annual Statements

**Location:** Licensing and Examinations Branch, Insurance Division, 10 Wellesley Street East, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.81; Prepaid Hospital and Medical Services Act, R.S.O. 1980, c.388, s.14. **Types of Information Maintained:** May include names, residence addresses and citizenship/nationality of directors and officers, compensation to directors and employees, loans, advances, credits to directors and auditors, shareholdings, mortgage information including name of mortgagor, description of property, appraised value, original principal, amount of charges outstanding, interest due or accrued, interest rate, amount at which recorded in the records of the insurance company, amount of prior mortgages, amount paid on principal and amount received on principal if acquired or disposed within the year, information about real estate transactions including description, vendor or purchaser, purchase or sale price, unpaid balances, taxes or charges, date acquired or sold, commission paid, details of mortgage assumed and, in the case of real estate taken over from mortgagor, date of loan, original valuation, original loan principal, balance of principal, taxes and other charges, interest and costs, amounts due from brokers and agents, information about trade payables including names, addresses, amounts and nature of account. **Uses:** Analysis of company operations; support regulatory functions. **Categories of Users:** Branch staff, regulators in other jurisdictions. **Categories of Individuals in Bank:** Directors, officers, employees, shareholders, mortgagors, vendors and purchasers of real estate, agents, creditors of insurance companies and registrants licenced in Ontario may be included. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of company. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Supervisor, Monitoring and Analysis, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-3786.

### Company Records

**Location:** Licensing and Examinations Branch, Insurance Division, 10 Wellesley Street East, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.7(1), s.9, s.23 and s.395; Corporations Act, R.S.O. 1980, c.95, s.149(10), s.176(3) and s.185(2); Investment Contracts Act, R.S.O. 1980, c.221, s.4. **Types of Information Maintained:** Name,

alias, details of name changes, residence address for last five years, residence telephone, citizenship, date permanent residency in Canada acquired, marital status, financial information, education including schools, dates, degrees, majors and graduation, membership in professional associations, employment in last five years including company, nature of business, title, responsibilities, reason for leaving and dates, licences held at any time including whether or not in force, business, type, issuer and details of termination, information concerning convictions, injunctions, suspensions, licence refusal, suspension or revocation, fidelity bond denial, involuntary cancellation or revocation, bankruptcy or acts leading to bankruptcy of the individual or any company in which the individual was a member, officer, director or a shareholder holding more than 10% of the shares during the last ten years, police reports, reports from other regulatory bodies, reports from reporting agencies. **Uses:** Determine suitability for licensing insurance companies and registrants. **Categories of Users:** Branch staff, Investigations Branch staff, regulators in other jurisdictions. **Categories of Individuals in Bank:** Directors, officers, shareholders of insurance companies or registrants licenced or seeking a licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of company, individual's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after licence expires, then destroyed. **Official Responsible:** Supervisor, Monitoring and Analysis, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-3786.

### Consumer Service – Complaints/Inquiries

**Location:** Service Development Branch, Insurance Division, 10 Wellesley Street East, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.12 and s.395. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment, medical information, financial situation, driving records, sex, marital status, education, personal opinions/views. **Uses:** Determine offences against the act; mediate complaints. **Categories of Users:** Branch staff, specific insurer involved. **Categories of Individuals in Bank:** Complainants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number, name. **Access Controls:** Locked cabinets restricted to consumer service officers. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Business Standards, Service Development Branch, 10 Wellesley Street East, Toronto, Ontario, M7A 2J3, telephone: (416) 963-0471.

### Insurance Agents, Insurance Adjusters, and Investment Contract Salespersons – Records

**Location:** Motor Vehicle Accident Claims Fund/Agents and Adjusters Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Insurance Act, R.S.O. 1980, c.218, s.346 and s.354; Investment Contracts Act, R.S.O. 1980, c.221, s.3 and s.6. **Types of Information Maintained:** Name, date of birth, residence and business addresses, employment history for preceding five years, marital status, occupation of spouse, education (adjusters), criminal convictions, bankruptcy information, affiliation with other corporations or businesses, citizenship. **Uses:** Assess suitability for licensing. **Categories of Users:** Division staff.

Registration, business location, telephone number, corporation's name, officers and directors, name of sponsoring insurer and licence duration are public information. **Categories of Individuals in Bank:** Applicants for registration, licensed insurance agents, insurance adjusters and investment contract salespersons. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** 30 months of inactivity, then destroyed. **Official Responsible:** Registrar of Agents and Adjusters, Insurance Operations Branch, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0481.

#### **Motor Vehicle Accident Claims (MVAC) Fund – Accounts Receivable**

**Location:** Motor Vehicle Accident Claims Fund/Agents and Adjusters Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Defendant's name, amount and date of payment, driver's licence number, licence status, repayment amounts, unpaid balance, date coupons sent to debtor. **Uses:** Arrange repayment of outstanding debts. **Categories of Users:** Fund staff, collection agencies acting on behalf of the fund. **Categories of Individuals in Bank:** Uninsured defendants in claims against the fund. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, account number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after full repayment, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

#### **Motor Vehicle Accident Claims (MVAC) Fund – Alphabetical and Numerical Index Card System for Claims Records**

**Location:** Motor Vehicle Accident Claims Fund/Agents and Adjusters Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Identity of plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Uses:** Identify claims files when a client has not provided adequate information to access the file directly. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Supervised and locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

#### **Motor Vehicle Accident Claims (MVAC) Fund – Complaints**

**Location:** Motor Vehicle Accident Claims Fund/Agents and Adjusters Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Complainant's/defendant's name and address. **Uses:** Determine eligibility for assistance from the fund. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Complainants against the fund.

**Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

#### **Motor Vehicle Accident Claims (MVAC) Fund – Reserve Claims Files**

**Location:** Motor Vehicle Accident Claims Fund/Agents and Adjusters Branch, Insurance Division, 101 Bloor Street West, Toronto. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298; as amended, c.12/83. **Types of Information Maintained:** Plaintiff's/defendant's name, address, police report, investigation report, medical reports, verification of lost wages and property damage, file number. **Uses:** Estimate liability; record number of outstanding claims; claim payments; provide accounts receivable information. **Categories of Users:** Fund staff. **Categories of Individuals in Bank:** Plaintiffs and uninsured defendants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number. **Access Controls:** Locked room. **Retention and Disposal:** Until claim paid, file closed "no claim", or fund repaid in full, then destroyed. **Official Responsible:** Director, Motor Vehicle Accident Claims Fund, 101 Bloor Street West, Toronto, Ontario, M5S 2Z5, telephone: (416) 963-0532.

## **Affiliated Agencies**

### *Commodity Futures Advisory Board*

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts and commodity futures options and the manner of trading and the influence of trading in such contracts and options thereon on the economy of Ontario.

#### **Personal Information Banks**

None

### *Financial Disclosure Advisory Board*

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

#### **Personal Information Banks**

None

### *Ontario Automobile Insurance Board*

The board maintains the classification plan for automobile insurance and sets and regulates rates for automobile insurance premiums in Ontario according to this plan. All

insurance companies must obtain board approval of the rates they wish to charge. Industry-wide hearings and rate requests above prescribed rates will be considered by the board in public hearings.

## Personal Information Banks

None

## Ontario Securities Commission

Protects and informs investors; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; imposes and enforces minimum standards of conduct and competence for those carrying on business in these markets; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers' Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any person trading in securities and any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

## Personal Information Banks

Contain information relating to investigations, applications for registration or renewal of registration under the Securities Act and Commodity Futures Act.

### Investigations

**Location:** Enforcement Branch, Ontario Securities Commission, 20 Queen Street West, Toronto. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended; Commodity Futures Act, R.S.O. 1980, c.78. **Types of Information Maintained:** Complaint and enquiry letters, name, address, criminal record, brokerage and banking records, investigation reports, legal opinions, correspondence from lawyers and brokers, statements from witnesses, information from confidential sources, transcripts of confidential examinations and hearings. **Uses:** Investigate alleged wrongdoing by issuers or individuals in connection with breaches of the Securities Act, Ontario Business Corporations Act, Criminal Code, Commodity Futures Act, and other relevant legislation. **Categories of Users:** Branch staff, authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police, and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers' Association of Canada and The Toronto Futures Exchange. **Categories of Individuals in Bank:** Individuals suspected or found guilty of infractions. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/company's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 30 years after investigation is closed, then destroyed; select files to archives. **Official Responsible:** Director, Enforcement Branch, Ontario Securities Commission, 20 Queen Street West, Toronto, Ontario, M5H 3S8, telephone: (416) 593-8229.

## Registrations

**Location:** Registration Section, Ontario Securities Commission, 20 Queen Street West, Toronto. **Legal Authority:** Securities Act, R.S.O. 1980, c.466, as amended, Part X, s.24 and s.28; Commodity Futures Act, R.S.O. 1980, c.78, Part VIII, s.22 and s.26. **Types of Information Maintained:** Name, address, date of birth, criminal offences, education, employment history, citizenship, sex, marital status, civil proceedings, business activities. **Uses:** Determine suitability for registration. **Categories of Users:** Branch staff, officers and staff of the Ontario Securities Commission requiring information in the performance of their duties, authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police, and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers' Association of Canada and The Toronto Futures Exchange. **Categories of Individuals in Bank:** Registrants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 30 years after registration lapsed, then destroyed. **Official Responsible:** Director, Capital Markets Branch, Ontario Securities Commission, 20 Queen Street West, Toronto, Ontario, M5H 3S8, telephone: (416) 593-8211.

## Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for employees in Ontario; registers new plans; approves amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

## Personal Information Banks

Contain complaints and queries sent to the commission by registered pension plans members, and commission correspondence with the employer/sponsor and member.

### Complaints

**Location:** Pension Commission of Ontario, 101 Bloor Street West, Toronto. **Legal Authority:** Pension Benefits Act, S.O. 1987, c.35. **Types of Information Maintained:** Name, address, telephone number, age, sex, marital status, employment history, income, pension accrued, employer's name and opinions of the individual. **Uses:** Resolve complaints; answer queries. **Categories of Users:** Authorized commission staff. **Categories of Individuals in Bank:** Members of registered pension plans filing complaints or queries. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's and/or employer's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Superintendent of Pensions, Pension Commission of Ontario, 101 Bloor Street West, Toronto, Ontario, M7A 2K2, telephone: (416) 963-0522.

# Access

Information and Privacy Coordinator  
Ministry of Financial Institutions  
5th Floor, 10 Wellesley Street East  
Toronto, Ontario  
M7A 2H8  
Telephone: (416) 963-3671  
TDD: (416) 963-0808



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.



## Minister Responsible for Francophone Affairs

### Head

Minister Responsible for Francophone Affairs  
4th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 1X7  
Telephone: (416) 965-2901

### Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French language initiatives and services throughout the government. The minister advises the government on, implements and promotes French language services and recommends policies and administrative practices.

### Organization

The minister carries out this mandate through two organizations – the Office of Francophone Affairs and the Ontario French Language Services Commission.

## Office of Francophone Affairs

### Mandate

The office is the prime advisor to the government, through the Minister Responsible for Francophone Affairs and the Premier, on the development and implementation of French-language services and on relations with the Franco-Ontarian community.

### Organization

The Office of Francophone Affairs comprises three branches: Ministry Services; Policy and Research; and Communications and Community Relations.

### Personal Information Banks

None

## Ontario French Language Services Commission

### Mandate

The commission reviews the availability and quality of French language services and recommends the designation of public-service agencies and areas. It also recommends proposed exemptions under the French Language Services Act and changes to plans of government agencies for the provision of French language services, and can make its recommendations public. The commission will be dissolved in November 1989.

### Organization

The Ontario French-Language Services Commission has five members appointed by Order in Council. Its office is in Toronto.

### Personal Information Banks

None

### Access

Coordinator  
Freedom of Information  
Cabinet Office  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1  
Telephone: (416) 965-2370

A public reading room for the review of manuals and other information is open during regular office hours in room 374 of the Legislative Building, Queen's Park, Toronto.

# George Brown College of Applied Arts and Technology

## Head

Chairperson, Board of Governors  
George Brown College of Applied Arts and Technology  
500 Macpherson Avenue  
P.O. Box 1015, Station B  
Toronto, Ontario  
M5T 2T9  
Telephone: (416) 967-1212

## Mandate

The college's responsibility is to provide high quality education and training in Technology, Applied Arts, Business, and Health Sciences for adults for purposes of employment and personal development.

## Organization

George Brown College is governed by a 17-member Board of Governors that includes the college's President in an ex-officio capacity as secretary-treasurer. The college comprises two divisions, each headed by a Vice-President: Academic Division and Administrative Division.

## Divisions

### *Board of Governors*

Appointed by the Council of Regents, the Board of Governors has responsibility for establishing college goals and policies and evaluating results. It is comprised of four standing committees: Executive, Education, Finance, and Property.

### **Personal Information Banks**

The following common personal information bank as described in chapter II of this directory is maintained.

Board of Governors Membership

### *President's Office*

Appointed by and accountable to the Board of Governors, the President is chief executive officer of the college and has full authority to manage and direct its business affairs.

### **Personal Information Banks**

None

### *Administrative Division*

The division provides the college with a variety of administrative and support services. Reporting to the Vice-President, Administration, are the following departments:

Continuing Education and Marketing; Finance and Accounting; Human Resources, Physical Resources and Campus Administration; Registrar, Student Services and Library/Audio-Visual Services; and Research and Program Development.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Health and Medical Records  
Job Competitions and Applications  
Library Users  
Ombudsman/Human Rights Commission  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Registration and Academic History  
Vocational Testing and Counselling  
Workers' Compensation

### *Academic Division*

This area is comprised of all academic units of the college reporting to the Vice-President, Academic. These include the Academic, Health Sciences and Community Services, Industry and Business Training, Professional Development and International Outreach, and Technology divisions, and the School Business and Graphic Arts, and the School of Hospitality and Fashion. This area also operates a number of special services: Dining Room, Handicapped Services, Day Care Centres, and Dental Clinic.

### **Personal Information Banks**

The following common personal information banks as described in chapter II of this directory are maintained.

Co-op, Work Term, Final Placements  
Day Care Registrants  
Dental Clinic Patients  
FUTURES Program Applicants and Participants  
Graduate and Alumni Records  
Ontario Basic Skills Program Trainees  
Professional Development  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments

## Access

Freedom of Information and Privacy Coordinator  
George Brown College of Applied Arts and Technology  
P.O. Box 1015, Station B  
Toronto, Ontario  
M5T 2T9  
Telephone: (416) 967-1212  
TDD: (416) 967-0966

A public reading room for the review of manuals and other information is open during regular office hours at 500 MacPherson Avenue, Toronto.

# Georgian College of Applied Arts and Technology

## Head

Chairman of the Board of Governors  
Georgian College of Applied Arts and Technology  
One Georgian Drive  
Barrie, Ontario  
L4M 3X9  
Telephone: (705) 728-1951

## Mandate

Georgian College, serving the areas of Bruce, Grey, Dufferin and Simcoe and the districts of Muskoka and Parry Sound, provides full- and part-time post-secondary, cooperative, continuous learning, apprenticeship and skills education to secondary school graduates, mature students, academic upgrading students and foreign students. Georgian offers general programs in applied arts, business, health sciences and technology, and specializes in such programs as automotive marketing, civil aviation, dispensing optician, marine engineering and tourism.

## Organization

Georgian College is governed by a Board of Governors and is organized into five divisions: Academic, Contract Training and Government Relations, Engineering Technology, Finance and Administration, and Student and Community Services. These divisions are headed by three Vice-Presidents and two Executive Directors reporting to the President. Georgian has three campuses in Barrie, Orillia and Owen Sound, along with a number of satellite campuses in areas such as Parry Sound, Midland, Collingwood, and Orangeville. Administrative headquarters are located in Barrie.

## Divisions

### *Board of Governors*

The Board of Governors, appointed by the Ontario Council of Regents, is responsible for establishing the college's purpose and direction; ensuring that the college is effectively and efficiently managed; establishing policies having college-wide application; and promoting effective communication with the college community. The Board has four standing committees: Executive; Finance, Property and Administration; Faculty and Student Affairs; and Audit.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Office of the President*

The President is appointed by the Board of Governors and is an ex-officio member of the Board, responsible for the day-to-day operation of the college, advising the Board of the development, promotion and implementation of objectives and policies.

### Personal Information Banks

None

### *Academic Division*

The Vice-President, Academic, is responsible for developing and delivering academic programs in the School of Applied Arts and Health Sciences and the School of Business. The division is also responsible for the corporate functions of operational review, human resources development and institutional development (program planning, developing and evaluation), as well as operating the Canadian Automotive Institute, the College Council, the International Education Centre and the College's Research Centre.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Dental Clinic Patients

In addition, the division maintains clinical evaluation information on nursing students.

### Student Clinical Evaluations

**Location:** School of Applied Arts and Health Sciences, One Georgian Drive, Barrie. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. **Types of Information Maintained:** Name, address, telephone number, student clinical evaluations. **Uses:** Evaluate Nursing students' performance. **Categories of Users:** Health Science faculty and support staff. **Categories of Individuals in Bank:** Nursing students. **Policies and Practices – Storage:** Paper. **Reirievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Dean, School of Applied Arts and Health Sciences, One Georgian Drive, Barrie, Ontario, L4M 3X9, telephone: (705) 728-1951.

### *Contract Training and Government Relations Division*

The division is headed by an Executive Director and administers contract training programs, a variety of skills development programs including Canadian Job Strategy, Ontario Skills Development, Ontario Basic Skills, FUTURES, the Skills Incentive Fund, academic upgrading and English as a Second Language, and career development and job placement programs. The division also develops and delivers the General Arts and Science Program and is responsible for maintaining relations and contacts with Ontario and other governments.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Co-op, Work Term, Final Placements
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees

## Engineering Technology Division

The Executive Director, Engineering Technology, is responsible for delivering educational programs through the School of Engineering Technology and the Great Lakes School of Marine Technology. The division is also responsible for the Canadian Centre for Aviation Studies, Industrial Technology Advisor, and Skills Training. The Executive Director also manages Physical Resources, which includes furniture and equipment, contracts, ground maintenance, space allocation, student van service, telecommunications and switchboard.

## Personal Information Banks

None

## Finance and Administration Division

The Vice-President, Finance and Administration, is responsible for delivering educational programs through the School of Design and Visual Arts. The division is also responsible for Computer and Information Services, Financial Planning, Financial Services, Personnel/Payroll Services and Registrar's Office. Included in these responsibilities are accounting, bookstore, printing, purchasing, shipping/receiving, benefits, employment equity, student admissions, financial aid, registration, scheduling, and statistics and student records.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records
- Ombudsman/Human Rights Commission
- Ontario Student Assistance Program
- Student Applications
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Workers' Compensation

## Student and Community Services Division

This division is headed by a Vice-President and is responsible for delivering educational programs through the School of Tourism and Hospitality and the School of Continuous Learning. The division is also responsible for the operation of the Kempenfelt Centre, The Canadian Tourism Management Centre, the Canadian Automotive Institute and the

Innovation Centre, as well as Student Services, Students Administrative Council, Learning Resource Centre, Media Centre, Information Services, Resources Development, and Corporate Relations. Included in these responsibilities are athletics, counselling, health services, recreational services, communications, marketing, fundraising, official ceremonies and theatre allocation.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Graduate and Alumni Records
- Health and Medical Records
- Innovation Centre Clients, Registrants and Users
- Library Users
- Student Athletics and Fitness Programs
- Student Counselling Records
- Student Registration and Academic History
- Vocational Testing and Counselling

The following personal information banks containing information on fundraising and conference centre client files are maintained.

## Canadian Automotive Institute Fundraising

**Location:** Resources Development, One Georgian Drive, Barrie. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Donor's name, address, telephone, and amount of donation. **Uses:** Keep track of donations made to Canadian Automotive Institute fundraising campaign. **Categories of Users:** Director, Resources Development and staff. **Categories of Individuals in Bank:** Donors to the Canadian Automotive Institute Fund. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked office when not in use. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Resources Development, One Georgian Drive, Barrie, Ontario, L4M 3X9, telephone: (705) 728-1951.

## Kempenfelt Conference Centre Client Files

**Location:** Kempenfelt Conference Centre, One Georgian Drive, Barrie. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Guest registration card with name, address, telephone, car licence, length of stay and room number. **Uses:** Identify client. **Categories of Users:** General Manager and administrative office staff. **Categories of Individuals in Bank:** Clients of the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** General Manager, One Georgian Drive, Barrie, Ontario, L4M 3X9, telephone: (705) 728-1951.

## Resources Development Fundraising Files

**Location:** Resources Development, One Georgian Drive, Barrie. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640.



**Types of Information Maintained:** Donor's name, address, telephone number, campaign donated to and amount of donation. **Uses:** Keep track of donations made to various campaigns. **Categories of Users:** Resources Development, Financial Aid and Accounting staff. **Categories of Individuals in Bank:** Donors to the college. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of fundraising campaign. **Access Controls:** Locked office when not in use. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Resources Development, One Georgian Drive, Barrie, Ontario, L4M 3X9, telephone: (705) 728-1951.

## Access

Freedom of Information and Privacy Coordinator  
Georgian College of Applied Arts and Technology  
One Georgian Drive  
Barrie, Ontario  
L4M 3X9  
Telephone: (705) 728-1951



A public reading room for the review of manuals and other information is open during regular office hours from 8:00 a.m. to 10:00 p.m. Monday to Thursday, 8:00 a.m. to 5:00 p.m. Friday, and 10:00 a.m. to 4:00 p.m. Saturday, on the third floor of the College Services Building, Building C, One Georgian Drive, Barrie.

# GO Transit (Toronto Area Transit Operating Authority)

## Head

Chairman  
GO Transit  
1120 Finch Avenue West  
Toronto, Ontario  
M3J 3J8  
Telephone: (416) 665-9211

## Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; advises regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

## Organization

GO Transit is comprised of three divisions: Operations; Engineering, Development and Plant; and Planning, Finance and Administration. All activities are directed from GO Transit's offices in Toronto.

## Divisions

### *Engineering, Development and Plant*

The division provides technical expertise and communications services; administers and controls engineering projects; manages property and assets; and implements study projects.

### Personal Information Banks

None

### *Planning, Finance and Administration*

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, development of computer systems, public relations and ridership planning and statistical information.

### Personal Information Banks

The following common personal information banks as described in the Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests  
Medical Records  
Ombudsman/Human Rights Commission  
Workers' Compensation

Also contain information required for general administrative and financial purposes.

### Claim Records

**Location:** Administration and Claims Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(e). **Types of Information Maintained:** Name, address, customer-service reports, adjuster's reports, legal reports and opinions, medical reports and opinions, accident reports. **Uses:** Investigate and settle claims by or against GO Transit. **Categories of Users:** Claims, Maintenance and Security staff, adjusters, lawyers. **Categories of Individuals in Bank:** Individuals filing claims. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, claim number or data element/field. **Access Controls:** Secured in Administration Branch, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Administration and Claims, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Competition Files

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, address, employment history, education, applications and/or resumes, driver's licence records (where applicable), interview questions and evaluations. **Uses:** Select candidates for vacant positions. **Categories of Users:** Human Resources staff, line managers, supervisors, internal/external auditors. **Categories of Individuals in Bank:** Internal/external applicants seeking employment. **Policies and Practices – Storage:** Paper. **Retrievability:** Competition name and number. **Access Controls:** Locked cabinets, secured office. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Employee History Files

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, address, telephone number, employee number, Social Insurance Number, date of birth, sex, marital status, employment history, education, medical information, driver's licence record (where applicable), credit record, job application/resume, performance appraisals, merit recommendations, disciplinary and recommendation letters, commendations, sick leave and vacation, benefits, pay rate. **Uses:** Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information to payroll staff. **Categories of Users:** Human Resources Office staff, line managers, supervisors, internal/external auditors, authorized security personnel. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper,

computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, secured office, computer codes and passwords. **Retention and Disposal:** From termination of employee plus 50 years, then transferred to archives. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Employment Application Inventory

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, address, telephone number, application/resume, performance appraisals, employment history. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Human Resources staff, line managers, supervisors, internal/external auditors. **Categories of Individuals in Bank:** External applicants seeking employment. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, job type. **Access Controls:** Locked cabinets, secured office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Expense Accounts

**Location:** Controllers Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, mailing address, employee number, advance account, expenses incurred. **Uses:** Record accountable advance and expenditure totals. **Categories of Users:** Accounts Payable Section staff, internal/external auditors. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Controller, Controllers Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Grievance Records

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1); Crown Employee Collective Bargaining Act, R.S.O. 1980, c.108, s.19, s.38 and s.39; Labour Relations Act, R.S.O. 1980, c.228, s.45 and s.89. **Types of Information Maintained:** Name, grievance forms and correspondence, supporting documentation, recommendations and reports. **Uses:** Document the grievance process. **Categories of Users:** Human Resources staff, line managers, supervisors, Union stewards. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Grievance number and/or employee name. **Access Controls:** Locked cabinets, secured office. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Identity/Employee Card

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, employee number, photograph. **Uses:** Control access to GO Transit property. **Categories of Users:** Human Resources staff, authorized security staff, internal auditors. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper, photograph. **Retrievability:** Name and employee number. **Access Controls:** Locked cabinets, secured office. **Retention and Disposal:** Amalgamated with Employee History file after termination, retained 50 years, then transferred to archives. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Legal Documents – Contracts, Agreements and Transactions

**Location:** Administration and Claims Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.6. **Types of Information Maintained:** Name, address, telephone number of individuals/companies involved in legal transactions, financial information, details of property transactions or personal contracts. **Uses:** Maintain records of legal transactions involving GO Transit. **Categories of Users:** Authorized administrative staff, solicitors, realty services staff, authorized security staff, internal/external auditors. **Categories of Individuals in Bank:** Individuals involved in property transactions and personal contracts. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Code number, name. **Access Controls:** Locked cabinets, code numbers, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Administration and Claims, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Payroll Records

**Location:** Controllers Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, address, employee number, payroll transactions, benefit options, Social Insurance Number. **Uses:** Issue pay cheques; prepare statistical reports (benefits, T-4 summaries). **Categories of Users:** Payroll staff. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Computer password, secured office. **Retention and Disposal:** Variable, up to 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Controller, Controllers Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Public Complaints

**Location:** Information Services Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5(d)(e) and

s.6(2)(a) and (3). **Types of Information Maintained:** Name, address, customer service reports, investigation reports. **Uses:** Maintain a record of complaints; investigate and respond to complaints. **Categories of Users:** Information Services staff. **Categories of Individuals in Bank:** Individuals filing complaints. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and customer service report number. **Access Controls:** Secured in Information Services Office. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Information Services, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Student Identification Cards

**Location:** Revenue Accounting Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(iv). **Types of Information Maintained:** Name, address, identity card number, school attended, period of attendance. **Uses:** Identify individuals entitled to purchase tickets and passes at reduced rates. **Categories of Users:** Revenue Accounting staff, Audit and Security staff. **Categories of Individuals in Bank:** Students applying for an identity card. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Computer passwords, secured in Revenue Accounting Office. **Retention and Disposal:** Duration of school year, then destroyed. **Official Responsible:** Manager, Revenue Accounting, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Training and Development

**Location:** Human Resources Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.4(1). **Types of Information Maintained:** Name, employee number, education, driver's license record and testing, training/course attendance and record. **Uses:** Record employee's career and participation in training programs. **Categories of Users:** Human Resources staff, employee. **Categories of Individuals in Bank:** GO Transit employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, secured office. **Retention and Disposal:** 50 years after termination, then transferred to archives. **Official Responsible:** Manager, Human Resources Office, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

## Operations

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment, provides security for GO Transit equipment and property as well as a safe and reliable inter-regional transit system serving the general public.

### Personal Information Banks

Contain information on the performance of GO Transit equipment and the protection of its property and assets.

### Driver Training and Safety Files

**Location:** Bus Operations Office, 200 Steepleck Drive, Downsview. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.6(e); Highway Traffic Act, R.S.O. 1980, c.198; O. Reg. 462/80, s.2; Occupational Health and Safety Act, R.S.O. 1980, c.321; O. Reg. 714/82, Part I, s.5. **Types of Information Maintained:** Name, training records, accident statistics and reports, performance records, licence records. **Uses:** Train and monitor GO Transit drivers. **Categories of Users:** Driver Training and Safety staff, Human Resources staff. **Categories of Individuals in Bank:** GO Transit equipment operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or bus driver's number. **Access Controls:** Secured in Driver Training and Safety Office. **Retention and Disposal:** Duration of employment, then added to Employee History file. **Official Responsible:** Director, Transportation, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

### Security Investigations

**Location:** Security Office, 1120 Finch Avenue West, Toronto. **Legal Authority:** Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(4); Provincial Offences Act, R.S.O. 1980, c.400, s.1(2). **Types of Information Maintained:** Name, address, occurrence reports, police and witness reports, Proof of Payment list, notices of offence. **Uses:** Investigate security infringements of GO Transit operations. **Categories of Users:** Security and Audit staff. **Categories of Individuals in Bank:** Individuals who commit an offence against GO Transit. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and occurrence number. **Access Controls:** Secured Security Office. **Retention and Disposal:** Not determined. **Official Responsible:** Director of Passenger Services and Security, 1120 Finch Avenue West, Toronto, Ontario, M3J 3J8, telephone: (416) 665-9211.

## Access

Freedom of Information and Privacy Coordinator  
Administration and Claims Office  
GO Transit  
1120 Finch Avenue West  
Toronto, Ontario  
M3J 3J8  
Telephone: (416) 665-9211.



A public reading room for the review of manuals and other information is open during regular office hours in the library at 1120 Finch Avenue West, Toronto.



# Ministry of Government Services

## Head

Minister of Government Services  
12th Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-1101

## Mandate

The ministry provides the government with accommodation, information technology and common corporate services, computer support for human resource management, and real property and mortgage administration management services for various provincial housing programs.

## Organization

The ministry is comprised of four program groups: Computer and Telecommunication Services; Finance and Administrative Services; Realty; and Supply and Services. The Communications Branch and the French Language Services Unit report to the deputy minister. Head office is 77 Wellesley Street West, Toronto, and there are fourteen district offices throughout the province.

## Divisions

### Communications Branch

Responsible for internal and external communications activities including media liaison, official ceremonies, writing speeches and news releases, publications and legislative support. It administers the ministry's customer service program, the art collection, the employee suggestion program and the media studio in the Legislative Building.

### Personal Information Banks

None

### Computer and Telecommunication Services (CTS)

CTS provides government ministries with cost-effective information technology services including computer processing, data storage, and computer centre management services. Telecommunication services include a government-wide computerized telephone system, teleconferencing, teletype and facsimile services, and radio communications systems.

### Personal Information Banks

None

## Finance and Administrative Services Division

Responsible for internal support services including policy and planning, legal, audit, systems, finance and office services and human resources services, and Freedom of Information and Protection of Privacy.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

### Debt Collection Litigation

**Location:** Legal Branch, 77 Wellesley Street West, Toronto.  
**Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1980, c.279, s.5(h); Financial Administration Act, R.S.O. 1980, c.161, s.2. **Types of Information Maintained:** Name, address, court documents, correspondence, notes, memoranda, client ministry files, various credit reports.  
**Uses:** Collect debts. **Categories of Users:** Internal section staff, contracted legal agents. **Categories of Individuals in Bank:** Persons indebted to the Crown. **Policies and Practices – Storage:** Paper, computer, microfiche.  
**Retrievability:** Name, account number. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** Current, then returned to client for storage/disposal. **Official Responsible:** Director, Legal Services Branch, 3rd Floor, 77 Wellesley Street West, Toronto, Ontario, M7A 1N3, telephone: (416) 965-1141.

### Rental Accounts

**Location:** Finance and Office Services Branch, 77 Wellesley Street West, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161, s.2. **Types of Information Maintained:** Name, address, payment history, credit reports and correspondence. **Uses:** Accounts receivable. **Categories of Users:** Internal section staff. **Categories of Individuals in Bank:** Tenants of government-owned properties. **Policies and Practices – Storage:** Paper.  
**Retrievability:** Name, account number. **Access Controls:** Secured cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Receipts and Disbursements, 9th Floor, 77 Wellesley Street West, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5044.

## Realty Group

Responsible for planning, developing and managing government real property and accommodation and for administering the Ontario Mortgage Corporation (OMC). The group's activities include design and construction, property management, lands and mortgages dealings, portfolio and financial management.

### Personal Information Banks

#### Home-Owner Employee Relocation Plan

**Location:** Land Management Branch, 77 Wellesley Street West, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, address, legal description of property, financial data related to the sale or purchase of residence. **Uses:** Offer assistance to home-owning employees who are transferred from one location to another at the government's request. **Categories of Users:** Branch, audit and client ministry staff. **Categories of Individuals in Bank:** Government employees who are relocating. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and ministry. **Access Controls:** Locked storage. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Home-Owner Employee Relocation Plan, Floor, 77 Wellesley Street West, Toronto, Ontario, M7A 1N3, telephone: (416) 965-3444.

#### Tenant Property Files

**Location:** Land Management Branch, 77 Wellesley Street West, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, address, telephone number, employer, position/occupation, banking institution, history of payments, date of birth, driver's licence number, personal references, Social Insurance Number, spouse's name. **Uses:** Select tenants; collect rent. **Categories of Users:** Branch and audit staff, Central Collection Service, Ontario Mortgage Corporation, consumer reporting agencies, courts. **Categories of Individuals in Bank:** Tenants occupying government-owned property. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, file number, agreement number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Variable, then destroyed. **Official Responsible:** Manager, Property Administration Section, Floor, 15th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7162.

## Supply and Services Division

Provides corporate support services promoting public access to government programs and services and coordinating government purchasing activities; provides certain central common services; and provides certain corporate administrative services including employee benefits and data services, employee services and the Corporate Human Resource Information System (CHRIS) project.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Also contain medical information on Ontario government employees, information on employee counselling services and pension payroll administration, and information on debt collection activities and insurance claims.

### Debt Collection Accounts Receivable

**Location:** Central Collection Service, 880 Bay Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5(2)(c); Financial Administration Act, R.S.O. 1980, c.161, s.2(3); Consumer Reporting Act, R.S.O. 1980, c.89, s.8(1). **Types of Information Maintained:** Name, address, Social Insurance Number, credit and loan history, financial assessments and correspondence. **Uses:** Recover monies owed to the Crown. **Categories of Users:** Internal section staff, contracted agents, solicitors and client ministry staff for specific files. **Categories of Individuals in Bank:** Persons and corporations indebted to the Crown. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name, account number. **Access Controls:** Computer password, secure cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Central Collection Service, 880 Bay Street, 5th Floor, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5195.

### Insurance Claims

**Location:** Insurance and Risk Management Unit, 25 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Types of Information Maintained:** Name, address, occupation, personal insurance history, incident description, correspondence. **Uses:** Determine eligibility of claims, payment history and method. **Categories of Users:** Internal section staff, staff in insurance companies processing claims. **Categories of Individuals in Bank:** Claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, case number. **Access Controls:** Secured cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Manager, Insurance and Risk Management, 1st Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1R1, telephone: (416) 965-6254.

### Ontario Government Employee Counselling

**Location:** Employee Services Branch, 880 Bay Street, Toronto. **Legal Authority:** Ministry of Government Services Act, R.S.O. 1980, c.279, s.5. **Types of Information Maintained:** Name, address, age, sex, education, employment history, problems, interventions, outcomes, family history, social history, health status, vocational status. **Uses:** Counselling notes. **Categories of Users:** Internal staff only. **Categories of Individuals in Bank:** Ontario government employees who are clients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, case number. **Access Controls:** Secured cabinets, restricted area. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Employee Counselling, 880 Bay Street, 5th Floor, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5161.

## Ontario Government Employee Debt Deductions

**Location:** Central Collection Services, 880 Bay Street, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.26. **Types of Information Maintained:** Name, sex, address, financial information, salary, indebtedness, Social Insurance Number, credit reports, correspondence and payment history. **Uses:** Document employee debts; correspond with creditors. **Categories of Users:** Internal section staff, ministries' payroll offices. **Categories of Individuals in Bank:** Government employees whose debts are paid through deductions under the Public Service Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Manager, Central Collection Service, 5th Floor, 880 Bay Street, Toronto, Ontario, M7A 1N3, telephone: (416) 965-5195.

## Ontario Government Health Service

**Location:** Health centres in various Metro locations. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881 s.68(3); Health Disciplines Act, R.S.O. 1980, c.196; R.R.O. 1980, Reg. 448, s.27(3) and s.27(22); Workers' Compensation Act, R.S.O. 1980, c.505, s.21(1); Occupational Health and Safety Act, R.S.O. 1980, c.321; R.R.O. 1980, Reg. 692; O. Reg. 714/82 and O. Reg. 156/84. **Types of Information Maintained:** Name, address, health, medical and work history. **Uses:** Maintain health records. **Categories of Users:** Employee Health Service staff. **Categories of Individuals in Bank:** Ontario government employees referred. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, case number. **Access Controls:** Computer password, secured cabinets in restricted area. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Medical Director, M1-73, Macdonald Block, 900 Bay Street, Toronto, Ontario, M7A 2C1, telephone: (416) 965-6751.

## Ontario Government Pension Payroll

**Location:** Employee Benefits and Data Services Branch, 25 Grosvenor Street, Toronto. **Legal Authority:** Public Service Superannuation Act, R.S.O. 1980, c.419, as amended, s.5(3). **Types of Information Maintained:** Name, address, education, employment history, assessment for pension. **Uses:** Determine eligibility; document and process pension payments; communicate items of special interest to pensioners. **Categories of Users:** Internal branch staff, Systems Branch staff. **Categories of Individuals in Bank:** Persons receiving Ontario government pension. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Social Insurance Number. **Access Controls:** Computer password, secured cabinets in restricted area. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Director, Employee Benefits and Data Services Branch, 17th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1N3, telephone: (416) 965-2097.

## Affiliated Agencies

### Ontario Mortgage Corporation (OMC)

Responsible for mortgage-lending and collection activities.

### Personal Information Banks

Contain information necessary for the administration of mortgages.

### Mortgage and Lease Agreements

**Location:** Mortgage Administration Branch, 777 Bay Street, Toronto. **Legal Authority:** Business Corporations Act, R.S.O. 1980, c.54. **Types of Information Maintained:** Name, address, mortgage payment history, correspondence. **Uses:** Document and process payments for mortgage and tenancy agreements; other administrative purposes. **Categories of Users:** Internal section staff. **Categories of Individuals in Bank:** Mortgagees/tenants of OMC. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Name, account number. **Access Controls:** Computer password, secure cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Mortgage Administration, 15th Floor, 777 Bay Street, Toronto, Ontario, M7A 1N3, telephone: (416) 585-7176.

### Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

### Personal Information Banks

Contain information for the administration of pension benefits.

### Judges' Pension Benefits

**Location:** Employee Benefits and Data Services Branch, 25 Grosvenor Street, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11; O. Reg. 332/84, s.35. **Types of Information Maintained:** Name, address, Social Insurance Number, employment history, assessment for superannuation/disability benefits. **Uses:** Determine eligibility; document payments. **Categories of Users:** Internal branch staff. **Categories of Individuals in Bank:** Provincial judges and/or spouses receiving benefits. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** Social Insurance Number. **Access Controls:** Computer password, secured cabinets. **Retention and Disposal:** Forty years, then destroyed. **Official Responsible:** Director, Employee Benefits and Data Services Branch, 17th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 1R1, telephone: (416) 965-2097.

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## ***Real Estate Advisory Board***

The board advises the minister on real estate matters.

### **Personal Information Banks**

None

### **Access**

Freedom of Information and Privacy Coordinator  
Ministry of Government Services  
8th Floor, 77 Wellesley Street West  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-3342  
TDD: (416) 965-5130  
1-800-268-7095



A public reading room for the review of manuals and other information is open during regular office hours on the eighth floor at 77 Wellesley Street West, Toronto.



# Ministry of Health

## Head

Minister of Health  
10th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 2C4  
Telephone: (416) 965-2421

## Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, and the regulation of hospitals and nursing homes. The ministry also operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

## Organization

The ministry has five groups each headed by an assistant deputy minister. Ministry programs are administered and the public is served directly by the head office in Toronto, the Ontario Health Insurance Plan (OHIP) head office in Kingston and field offices for each major program.

## Divisions

### Corporate Administration

The group is responsible for program and divisional activities related to the administration of OHIP. It provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; includes Employment Equity program; and provides secretariat services to a number of affiliated agencies. The group comprises: Health Insurance Division (OHIP); Finance and Administration Division; Freedom of Information Office; Human Resources Branch; and Audit Branch.

### Personal Information Banks

Contain information relating to enrolment in OHIP, eligibility for coverage, claims and claims processing, subscribers and opted-in practitioners, Northern Health Travel Grant applicants, ministry personnel, insurance claims administration, involuntary psychiatric patients, coroner's inquests and registered users of narcotics and controlled drugs. The following common personal information banks as described in the Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Cards

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation.

### Coroner's Inquests

**Location:** Corporate Information Resource Centre, 7th Floor, Hepburn Block, 80 Grosvenor Street, Toronto; and Main Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Coroner's Act, R.S.O. 1980, c.93; as amended, S.O. 1984, c.11, s.166; S.O. 1984, c.55, s.212. **Types of Information Maintained:** Name, date, sex, time, place and cause of death, if cause of death was natural or unnatural, jury's recommendations. **Uses:** Investigate circumstances of death; evaluate and implement jury's recommendations. **Categories of Users:** Senior legal and management officials, senior program area staff, coroner's courts, authorized investigators. **Categories of Individuals in Bank:** Deceased individuals for whom a coroner's inquest is held. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Controlled storage, restricted user lists. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Coordinator, Policy Development and Research Division, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6246.

### Correspondence/Files – Insured Persons and General Public

**Location:** Membership Programs Branch, Operations Branch and Professional Services Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston; and Special Services Unit, 7 Overlea Boulevard, Toronto. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, address, inquiries, OHIP number and name in which coverage is registered, enrolment, financial and medical information, premium payment and refund information, decisions of the Medical Eligibility Committee and Health Service Appeal Board, legal opinions, court orders, subpoenas, decisions and recommendations. **Uses:** Determine eligibility for enrolment and for coverage of dependants; determine entitlement to premium or temporary assistance, premium exemptions and refunds; determine eligibility for Northern Health Travel grants; update enrolment system; assess claims; provide background data for the development of OHIP policy; compile statistics. **Categories of Users:** Enrolment, Special Services staff and Northern Health Travel Grants staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. **Categories of Individuals in Bank:** Individuals insured under OHIP, applicants for Northern Health Travel grants, members of the general public inquiring about

enrolment, claims or grants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or OHIP number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Directors, Membership Programs Branch, Operations Branch and Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6263; and Manager, Special Services Unit, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-1000.

#### Correspondence/Files – Physicians and Practitioners

**Location:** Operations Branch, Membership Programs Branch, and Professional Services Branch, 49 Place d'Armes, Kingston; and Special Services Unit, 7 Overlea Boulevard, Toronto. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, address, inquiries, medical and enrolment information, fees claimed and paid for insured services, physicians/practitioner's OHIP registration number, address, telephone number, professional qualifications, licensing information, financial and billing information, review committee's referral information and decisions, decisions of the Health Services Appeal Board and the courts, third-party representation, legal opinions, court orders, subpoenas, staff decisions and recommendations. **Uses:** Respond to inquiries about claims registration, physician and practitioner reimbursements and the Northern Health Travel Grants Program; monitor physicians' and practitioners' billing; assess entitlement to OHIP registration; determine whether or not to make referrals to the review committee; compile statistics; provide information as required. **Categories of Users:** Operations Branch and Professional Services Branch staff, Membership Programs Branch and Special Services Unit, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. **Categories of Individuals in Bank:** Physicians/practitioners registering or making claims for payment, or whose practices are under review by OHIP. **Policies and Practices – Storage:** Paper. **Retrievability:** Physician's/practitioner's name or OHIP registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Directors, Operations Branch and Professional Services Branch, Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6263; and Manager, Special Services Unit, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-1000.

#### Drug Benefit Plan – Eligibility Catalogue

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Name, eligibility account number, effective period of eligibility, Social Insurance Number, OHIP number, sex, date of birth. **Uses:** Confirm eligibility of participants in the Drug Benefit Plan. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Persons 65 years of age or over who are eligible for

drug benefits and those under 65 in receipt of family benefits, home care benefits, extended care, and Homes for Special Care benefits under the Drug Benefit Plan. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Eligibility account number, surname or first name. **Access Controls:** Locked cabinets, computer password, restricted distribution. **Retention and Disposal:** One month, then destroyed. **Official Responsible:** Manager, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

#### Drug Benefit Plan – Invoices, Claims, and Remittance Advices

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Name, address, age, copies of drug benefit claims and invoices, amount paid, invoice number, dispensing date, pharmacy or supplier name, doctor's name and address, patient eligibility number, drug identification and quantity, prescription number. **Uses:** Provide record for payments; record and verify amount paid; correct errors. **Categories of Users:** Administrative and inspection staff in Finance and Accounting and Drug Programs Branches. **Categories of Individuals in Bank:** Pharmacies and other suppliers, individuals receiving benefits under the Drug Benefit Plan. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Payment month; paper – by supplier, payment processing date, processing batch; microfilm – by number. **Access Controls:** Restricted distribution, locked cabinets and storage areas. **Retention and Disposal:** Invoices and claims – paper (not microfilm) retained six years, paper which is microfilmed is destroyed after microfilming and keypunching, microfilm retained seven years, then destroyed; remittance advices on microfilm retained three years, then destroyed. **Official Responsible:** Manager, Drug Benefit Plan Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5K2, telephone: (613) 548-6589.

#### Enrolment Decisions – Special Review Committee

**Location:** Operations Branch and Membership Programs Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston and Special Services Unit, 7 Overlea Boulevard, Toronto. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.11 and s.15; R.R.O. 1980, Reg. 452, s.35. **Types of Information Maintained:** Name, OHIP number, address, telephone number, financial information or residency information, decisions of staff and special committee. **Uses:** Assess applications for enrolment and assistance which have been refused; provide case information to Health Services Appeal Board; respond to inquiries; provide statistics. **Categories of Users:** Enrolment and Special Services Unit staff, committee members, Health Services Appeal Board, authorized ministry officials. **Categories of Individuals in Bank:** Individuals requesting further consideration of their applications for enrolment or assistance.

**Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Directors, Operations Branch and Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6263; and Special Services Unit, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-1000.

#### Extended Care – Applications for Temporary Eligibility

**Location:** Finance and Accounting Branch, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217; Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1984, c.55, s.223 and S.O. 1987, c.20. **Types of Information Maintained:** Name, OHIP number, date of birth, sex, Homes for Special Care number, location code, application number, medical score, diagnosis and date of assessment. **Uses:** Determine eligibility for extended-care insured services. **Categories of Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Application number, surname and OHIP number. **Access Controls:** Computer password, locked office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Manager, Operational Services, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-1506.

#### Extended Care Residents – Master File

**Location:** Finance and Accounting Branch, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217. **Types of Information Maintained:** OHIP number, date of birth, sex, name, means of subsistence, Homes for Special Care number, home history, medical records. **Uses:** Identify residents in the program; determine maintenance payments; schedule reassessments. **Categories of Users:** Branch administrative staff, staff of Nursing Homes Branch and Information Resources and Services Branch, authorized Ministry of Community and Social Services staff. **Categories of Individuals in Bank:** Residents in extended-care facilities. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** OHIP number, date of birth, and sex. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Operational Services, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3855.

#### Homes for Special Care Residents – Master File

**Location:** Finance and Accounting Branch, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Homes for Special Care Act, R.S.O. 1980, c.202; Health Insurance Act, R.S.O. 1980, c.197; as amended, S.O. 1984, c.55, s.217; Family Benefits Act, R.S.O. 1980, c.151. **Types of Information Maintained:** Resident number, public trustee number, family benefits number, name, date of birth,

sex, marital status, OHIP number, eligibility for extended care and family benefits assistance, home history, financial data. **Uses:** Identify residents in the program; determine maintenance payments; set up accounts receivable.

**Categories of Users:** Branch administrative staff, staff of Mental Health Operations Branch, Homes for Special Care staff in psychiatric hospitals, Ministry of Community and Social Services (Family Benefits Assistance Branch), and Office of the Public Trustee. **Categories of Individuals in Bank:** Residents in Homes for Special Care. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** Resident account number, name. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Operational Services, Corporate Accounting, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3855.

#### Hospital Admission and Discharge Files (Ontario)

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.65. **Types of Information Maintained:** Patient name, age, sex, date of birth, OHIP number, OHIP subscriber's name, relationship to subscriber, admission and discharge dates, hospital and register number, microfilm number, enrolment information. **Uses:** Determine eligibility for insured benefits; identify OHIP's right of subrogated recovery; assess complicated surgical claims; investigate allegations of fraud; allow ministry to determine hospital stays by Health Service Organization patients relative to other patients; provide statistics. **Categories of Users:** Staff of Operations Branch, Membership Programs Branch, Professional Services Branch, Subrogation, Recovery and Collection, Information and Systems Division, Health Service Organizations, Community Health Programs Branch, OHIP medical consultants, authorized ministry officials, Legal Services Branch, Attorney General's counsel and Health Service Appeal Board. **Categories of Individuals in Bank:** Patients in Ontario hospitals (except psychiatric hospitals). **Policies and Practices – Storage:** Computer, microfilm, paper. **Retrievability:** Hospital number, register number and admission date, microfilm number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### Hospital Claims (out-of-country)

**Location:** Professional Services Branch and Operations Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24(1); R.R.O. 1980, Reg. 452, s.57 and s.58. **Types of Information Maintained:** Patient name, date of birth, sex, OHIP number and OHIP subscriber's name, relationship to OHIP subscriber, residency information, insured service(s), diagnostic code, hospital admission and discharge dates, fees billed and paid, payment type, payee's name and



address, claim number, source-document number, medical information. **Uses:** Assess and pay out-of-province hospital claims; respond to patient and hospital inquiries; investigate allegations of fraudulent claims; respond to court orders and subpoenas; confirm OHIP claims for payment or subrogated recovery; monitor claims-payment program; provide health care statistics for research and program development purposes. **Categories of Users:** Staff of Claims Processing, Subrogation Recovery and Collections, Information and Systems Division, and Finance and Accounting, authorized ministry officials, Health Services Appeal Board, authorized agencies. **Categories of Individuals in Bank:** Persons for whom claims for payment for insured services have been submitted to the plan by out-of-province hospitals. **Policies and Practices – Storage:** Computer, microfilm, paper. **Retrievability:** OHIP number, claim number, microfilm claim number or name. **Access Controls:** Locked cabinets, access control number. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

### Interprovincial Reciprocal Billing System for Hospitals

**Location:** Finance and Accounting Branch, Medical Claims Payment Units and Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, and Kingston District Office, 1055 Princess Street, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, as amended, S.O. 1984, c.55, s.217. **Types of Information Maintained:** Name, plan registration number, OHIP number, date of birth, sex, date of admission to hospital, type and cost of service received. **Uses:** Determine payments to hospitals in other provinces for care received by Ontario residents and to hospitals in Ontario for care received by residents of other provinces. **Categories of Users:** Branch administrative staff, authorized OHIP staff, Professional Services Branch and Information and Systems Division staff. **Categories of Individuals in Bank:** Ontario residents receiving hospital care in other provinces. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Province, hospital, OHIP number, type of service. **Access Controls:** Computer password, locked office. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Medical Claims Payment Unit, Finance and Accounting Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6592.

### Legal Requests for Insured-Service Listings

**Location:** Subrogated Unit, Financial and Administrative Services, 51 Queen Street, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10. **Types of Information Maintained:** Name, OHIP number, OHIP subscriber's name, age, sex, address, OHIP claims history, accident information, OHIP enrolment history, legal opinions, court orders, subpoenas, staff recommendations. **Uses:** Respond to court orders, subpoenas, requests from insured persons and their legal representatives; provide statistics. **Categories of Users:** Subrogation staff, authorized ministry officials. **Categories of Individuals in Bank:** Insured persons whose insured-service histories have been requested. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of insured person. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined.

**Official Responsible:** Assistant Director, Financial and Administrative Services, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6525.

### Malpractice Insurance Premium Reimbursement/Liability Protection Coverage Reimbursement

**Location:** Membership Programs Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.2. **Types of Information Maintained:** Doctor's name, chiropractor's name, title, address, telephone number, licence number, OHIP registration number, specialty code, Canadian Medical Protective Association class category, microfilm number, Canadian Medical Protective Association acknowledgement or equivalent. **Uses:** Process reimbursement application; request payment from Treasury and Economics; determine eligibility; monitor program; provide statistics; respond to inquiries. **Categories of Users:** Staff of Malpractice Insurance Premium Reimbursement and Liability Protection Coverage Reimbursement area, Professional Services Branch, Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, Legal Services Branch and Insurance Systems Branch. **Categories of Individuals in Bank:** Doctors/chiropractors applying for Malpractice Insurance Premium Reimbursement or Liability Protection Coverage Reimbursement. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Name of doctor, microfilm number, Canadian Medical Protective Association number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6262.

### Medical Claims Payment – Assistive Devices Program

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Medical Claims Payment Unit, P.O. Box 48, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Ministry of Health Act, R.S.O. 1980. **Types of Information Maintained:** Name, address, age, copies of ADP claims and invoice numbers, vendor names, practitioner's name, Health Care Provider's name, cheque registers, device purchased, catalogue number. **Uses:** Provide record of payment for devices purchased, leased, rented. **Categories of Users:** Administrative personnel in Ministry of Health. **Categories of Individuals in Bank:** Vendors of assistive devices and program clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Payment date, cheque number, claim number, invoice number, client name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Invoices and claims paper retained for seven years, then destroyed. **Official Responsible:** Manager, Medical Claims Payment Unit, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6592.

### Medical Claims Reference File (CREF)

**Location:** Operations Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. Also OHIP district offices. Refer



to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24. **Types of Information Maintained:** OHIP number, patient's surname and given names, date of birth, sex, insured service history, fees, reasons for adjustments, practitioner's OHIP registration number, referring physician's OHIP registration number, hospital number and admission date, claims number, practitioner's name, address and option status, payee's address, other medical information. **Uses:** Assess and pay claims and alternate payments; confirm OHIP claims for payment or subrogated recovery; monitor physician's/practitioner's billings; generate claims-verification letters; provide statistics and analysis; identify abnormal service patterns; investigate allegations of fraud. **Categories of Users:** Staff of Operations Branch, Professional Services Branch, Subrogation, Recovery and Collections, Information and Systems Division, Finance and Accounting Branch, Legal Services Branch, and Community Health Programs Branch, Medical Review Committee, ministry officials, Ontario Medical Association Tariff Committee, Health Service Appeal Board, other specifically authorized agencies.

**Categories of Individuals in Bank:** Persons claiming payment for the insured services of physicians, chiropractors, osteopaths, dentists, optometrists, podiatrists, physiotherapists and laboratories who bill on a fee-for-service basis, providers of such services (physicians, etc.).

**Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** OHIP number, practitioner's OHIP registration number, practitioner's or billing agent's name or number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### Medical Practitioners Recoverable Bursaries (Northern Ontario)

**Location:** Finance and Accounting Branch, Corporate Accounting, Accountable and Collection Unit, 3rd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280. **Types of Information Maintained:** Name, address, financial data, agreements, correspondence, repayment details. **Uses:** Set up accounts receivable; recover bursary assistance. **Categories of Users:** Underserved Area Program staff, recoverables collection clerk. **Categories of Individuals in Bank:** Bursary recipients repaying awards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Accountable and Collection Supervisor, Accountable and Collection Unit, 3rd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-3160.

#### Northern Health Travel Grant (NOTS)

**Location:** Membership Programs Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O.Reg. 596/85. **Types of Information Maintained:** Patient's name, address, date of birth, OHIP number, sex, parent's/guardian's name and initials, referring physician's and treating specialist's OHIP registration number, treatment

details, residence code, grant amount, mode of travel, km distance travelled, hospital name and location, date of service, travel receipts, companion's name, address, microfilm number, medical diagnosis, reason for referral. **Uses:** Process grant application; request payment of grant from Treasury and Economics; determine eligibility for travel grants; monitor program; provide statistics; respond to inquiries. **Categories of Users:** Staff of Northern Health Travel Grant, Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, Legal Services Branch, Professional Services Branch and Insurance Systems Branch.

**Categories of Individuals in Bank:** Residents of northern Ontario applying for a Northern Health Travel grant, travelling companions, referring physicians, treating specialists.

**Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** OHIP number, \$ value of grant, referring physician and specialist registration number, location, date of service, microfilm number, and patient's/applicant's name. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6262.

#### OHIP – Accounts Receivable

**Location:** Finance and Accounting Branch, Insurance Accounting Section, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.24 and s.48. **Types of Information Maintained:** Name, age, sex, address, OHIP number, OHIP subscriber's name, telephone number, marital status, employment history, financial information, OHIP claims, history of claims payments or premium payments, legal opinions, staff recommendations. **Uses:** Recover overpayments; respond to inquiries; provide statistics. **Categories of Users:** Recovery and Collection staff, authorized ministry officials, Legal Services Branch counsel. **Categories of Individuals in Bank:** Physicians and practitioners from whom overpayments are to be recovered, directors and officers of corporate employers and collectors responsible for defaults in group premium payments, ineligible recipients of OHIP benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Assistant Director, Financial and Administrative Services, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6508.

#### OHIP Enrolment – Subscriber Administration System (SAS)

**Location:** Operations Branch and Membership Programs Branch, Macdonald-Cartier Building, 49 Place d'Armes, Kingston and Special Services Unit, 7 Overlea Boulevard, Toronto. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.10 to s.17; R.R.O. 1980, Reg. 452, s.1 to s.36. **Types of Information Maintained:** Surname and initial of person in whose name coverage is registered, OHIP number, coverage history and type, premium payment and billing

history, date of original enrolment, microfilm control number, address, employer or collector group number, alternate surnames covered, welfare agency number, name in which OHIP number was previously registered, telephone number, dependants' names and dates of birth, residency and immigration information, employment and financial information, public assistance recipient's identification number. **Uses:** Determine eligibility for OHIP coverage; assign OHIP numbers; generate invoices; generate renewal applications and acknowledgements for premium assistance; record and generate refunds; respond to enrolment inquiries; monitor program and system performance; provide statistics; investigate allegations of fraud; determine recoverable amounts in cases of unpaid premiums; respond to court orders and subpoenas; determine eligibility for enrolment or continued enrolment; determine eligibility for premium exemption or assistance. **Categories of Users:** Enrolment, Special Services Unit, and claims processing staff, Subrogation, Recovery and Collection staff, Finance and Accounting Branch staff, Emergency Health Services Branch staff, Information and Systems Division staff, ministry officials, Legal Services Branch counsel; Health Services Appeal Board, Community Health Programs Branch and other specifically authorized agencies. **Categories of Individuals in Bank:** Registered OHIP subscribers, individuals applying for OHIP coverage. **Policies and Practices – Storage:** Paper, computer, microfiche. **Retrievability:** OHIP number or name in which coverage is registered. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Operations Branch and Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6263, and Manager, Special Services Unit, 7 Overlea Boulevard, Toronto, M4H 1A8, telephone: (416) 965-1000.

#### Ontario Senior Citizens' Privilege Cards – Applications and Returned Cards

**Location:** Finance and Accounting Branch, Insurance Accounting Section, and Drug Benefit Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Types of Information Maintained:** Name, current and previous address, age, Social Insurance Number, copy of immigration or citizenship documents, birth certificate, effective date of eligibility, eligibility number, old age security number. **Uses:** Determine eligibility for the Drug Benefit Plan; record requests for replacement cards; produce mailing lists; respond to inquiries. **Categories of Users:** Branch administrative staff, program officials. **Categories of Individuals in Bank:** Ontario senior citizens. **Policies and Practices – Storage:** Paper, plastic (returned cards). **Retrievability:** Approval or effective date of eligibility and name. **Access Controls:** Locked cabinets and storage areas. **Retention and Disposal:** One year, then destroyed; returned cards retained for 6 months, then destroyed. **Official Responsible:** Manager, Drug Benefit Payment Unit, P.O. Box 78, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6589.

#### Out-of-Province Travel

**Location:** Membership Programs Branch, Operations Branch, 49 Place d'Armes, Macdonald-Cartier Building,

Kingston. Also OHIP District Offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; R.R.O. 1980, Reg. 452, s.35. **Types of Information Maintained:** Name of insured person, OHIP number and name in which coverage is registered, address, reason for absence, expected date of return, notice of return and staff decisions regarding cancellation. **Uses:** Assess eligibility for continued OHIP coverage; provide case information to Health Services Appeal Board; respond to inquiries. **Categories of Users:** Enrolment, Special Services Unit and claims-processing staff, special committee, Health Services Appeal Board, authorized officials. **Categories of Individuals in Bank:** Insured persons notifying the plan of a temporary absence (exceeding three months) from Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of insured person or of person in whose name OHIP coverage is registered. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Membership Programs Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-5263.

#### Oxygen/Allergen Suppliers – Master File

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151, s.25; R.R.O. 1980, Reg. 318. **Types of Information Maintained:** Name, address, supplier account number, telephone number and emergency mailing codes. **Uses:** Allocate payment of claims; generate appropriate remittance advice. **Categories of Users:** Unit administrative staff, Drug Programs Branch staff. **Categories of Individuals in Bank:** Suppliers of oxygen therapy and allergen extract. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and account number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Drug Benefit Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6589.

#### Practitioner Registry (HRR)

**Location:** Professional Services Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.21 to s.24. **Types of Information Maintained:** Name, OHIP registration number, address, telephone number of provider or provider group, names of group members, sex, professional qualifications, specialty and licensing information with effective dates, fee payment information, billing information including option status, submission, billing agent, source-document numbers, practitioner's OHIP registration numbers, hospitals where physician/practitioner has privileges, name of university. **Uses:** Confirm entitlement; determine manner in which fees are to be paid; generate mailing information; monitor practitioners' billings; identify practitioners for payment recovery purposes; produce lists of participating physicians, registered physicians and hospitals; respond to inquiries; provide statistics. **Categories of Users:** Staff of Operations Branch, Professional Services Branch, and Subrogation, Recovery and Collections, authorized ministry officials, Legal Services Branch, Ontario Drug Benefit Plan, Finance

and Accounting Branch and Insurance Systems Branch staff. **Categories of Individuals in Bank:** Practitioners in Ontario and some from outside Ontario applying for OHIP registration. **Policies and Practices – Storage:** Paper, computer, microfiche, microfilm. **Retrievability:** OHIP registration number or name or microfilm number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Director, Professional Services Branch, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.

#### **Reciprocal Billing of Medical Claims**

**Location:** Operations Branch, 49 Place d'Armes, Macdonald-Cartier Building, Kingston. Also OHIP district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** R.R.O. 1980, Reg. 452, s.59. **Types of Information Maintained:** Physician's OHIP registration number, referring physician's registration number, hospital number, admit date, in or out patient indicator, patient's provincial registration number, name, date of birth, sex, provincial code, fee schedule code, amount billed, number of services, date of service, diagnostic code, adjustment details. **Uses:** Assess and pay medical claims in the host province at the host province rate; resolve payment inquiries. **Categories of Users:** Health Insurance Division processing staff, Finance and Accounting staff, Information and Systems Division staff and authorized personnel from other provinces. **Categories of Individuals in Bank:** Ontario residents receiving health care in other provinces and other provincial residents receiving health care in Ontario. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Patient registration number, physician registration number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Operations Branch, P.O. Box 48, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6273.

#### **Special Authorization Oxygen Catalogue**

**Location:** Finance and Accounting Branch, Insurance Accounting Section, Drug Benefit Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefit Act, S.O. 1986; Family Benefits Act, R.S.O. 1980, c.151; R.R.O. 1980, Reg. 318, s.25. **Types of Information Maintained:** Original copy of Special Authorization request from doctor for participant's enrolment in the Drug Benefit Plan, doctor's name and address, prescription details, patient's name, eligibility number, supplier's name and address. **Uses:** Verify authorization for participation in Drug Benefit Plan. **Categories of Users:** Unit administrative staff. **Categories of Individuals in Bank:** Participants in the Drug Benefit Plan to receive oxygen therapy. **Policies and Practices – Storage:** Paper. **Retrievability:** Supplier's name and participant's name. **Access Controls:** Cabinets in locked room. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Drug Benefit Payment Unit, P.O. Box 78, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6589.

#### **Subrogation and Workers' Compensation Cost-Recovery Records**

**Location:** Subrogation Unit, Financial and Administrative Services, 51 Queen Street, Kingston. **Legal Authority:** Health

Insurance Act, R.S.O. 1980, c.197, s.1(h), s.35 to s.42, s.52(5). **Types of Information Maintained:** Subrogation file number, name, OHIP number, name of OHIP subscriber, age, sex, accident information, OHIP claims history, medical information, employment information, Worker's Compensation Board coverage information, Social Insurance Number, OHIP enrolment history, settlement information, legal opinions, staff recommendations. **Uses:** Recover costs for past and future insured services; answer inquiries; obtain reimbursement from Workers' Compensation Board; provide statistics. **Categories of Users:** Subrogation staff, authorized ministry officials, Legal Services Branch staff. **Categories of Individuals in Bank:** Insured individuals injured by another person or in the course of their employment, other individuals involved in the accident. **Policies and Practices – Storage:** Paper. **Retrievability:** Subrogation file number correlated to name of insured person. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after case closed, then destroyed. **Official Responsible:** Assistant Director, Financial and Administrative Services, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6565.

#### **Unauthorized Payment (Health Care Accessibility Act)**

**Location:** Professional Services Branch, 49 Place d'Armes, Kingston. **Legal Authority:** Health Care Accessibility Act, S.O. 1986, c.20. **Types of Information Maintained:** Name, address, telephone number, date of birth, sex, practitioner's name, registration number of person seeking declaration under this act, claim number, claim type, date of service, amount paid to the practitioner, amount reimbursed by OHIP, claims history, proof of payment to the practitioner, copies of practitioner's remittance advice, and relevant correspondence. **Uses:** Investigate and process requests for reimbursements of unauthorized payments to practitioners; provide statistics; respond to inquiries. **Categories of Users:** Staff of Professional Services Branch, Ministry of Health Legal Branch. **Categories of Individuals in Bank:** Residents of Ontario and practitioners. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Practitioner's name, patient name, microfilm number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Professional Services Branch, P.O. Box 48, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.

#### **Freedom of Information Office**

The office is responsible for implementation of the Freedom of Information and Protection of Individual Privacy Act in the ministry. This includes orientation and training of ministry staff, processing of requests, and review and implementation of confidentiality requirements under legislation.

#### **Personal Information Banks**

Personal information bank as described in Chapter II of this directory is maintained relating to Freedom of Information staff. Also copies of all personal information access requests, responses and any appeals.

Freedom of Information and Protection of Privacy Act Requests



## Communications and Information Branch

The branch promotes programs and policies through the dissemination of information to the public, the media and health care providers.

### Personal Information Banks

None

## Community Health

The group provides a focus for Community Health Services in Ontario. It supports health units in the community; manages home care services, health service organizations and community health programs including mental health, alcohol and drug dependency programs, and the Homes for Special Care. Also responsible for detecting communicable diseases, ensuring high standards for medical laboratories and specimen collection centres, and coordinating and initiating plans and activities to promote healthy lifestyles. The group comprises: Laboratory Services Branch; Health Promotion Branch; Community Health Programs and Public Health Branch including the Chief Medical Officer of Health.

### Personal Information Banks

Contain laboratory test results used by health care professionals for the management, treatment and diagnosis of disease and by private citizens for management of their drinking water. Also contain information concerning newborn screening, home care, long-term placement, school health, public health and perinatal mortality systems and services.

### Acquired Immunodeficiency Syndrome (AIDS)

**Location:** Public Health Branch, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10, as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, date of arrival in Canada, physician's name, hospital name, patient status, date of death, details of diagnosed diseases indicative of AIDS, data of onset, social and risk factors, laboratory data, exclusion criteria, name of person completing form and telephone number. **Uses:** Monitor and review the incidence of disease trends in Ontario; monitor the progress of the disease. **Categories of Users:** Senior Medical Consultant, Nursing, epidemiologist, Manager, Data Support Services, data clerk. **Categories of Individuals in Bank:** Patients diagnosed as having AIDS. **Policies and Practices – Storage:** Paper, limited information on computer. **Retrievability:** Patient's initials, date of birth. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** To be determined. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Adverse Reactions

**Location:** Public Health Branch, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and

Promotion Act, S.O. 1983, c.10, as amended, S.O. 1984, c.55, s.227, S.O. 1987, c.18 and c.32. **Types of Information Maintained:** Patient's initials, age, sex, vaccine history and pertinent medical history (allergy history and concomitant diseases, etc.). **Uses:** Adverse reaction data bank for statistical analysis as bases for future recommendations related to vaccine usages. **Categories of Users:** Senior Medical Consultant, Disease Control and Epidemiology Services staff. **Categories of Individuals in Bank:** Individuals who presented adverse reactions temporally associated with the administration of vaccines within the province of Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Chronological date. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Ambulatory Care Incentive Program (ACIP)

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name of rostered person, acute hospital utilization information respecting rostered persons in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Determine eligibility for ACIP payment to HSOs; provide information to HSOs and CHCs reporting hospital use by rostered members; compare rates of hospital use and days of use between HSOs and CHCs by district and province. **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division and Audit Branch. **Categories of Individuals in Bank:** HSO and CHC rostered members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Individuals HSO/CHC number, name, OHIP number, date of birth, sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Approved Licensed Laboratory Services – Reports

**Location:** Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409, as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Total number of laboratory services rendered per month per OHIP fee-schedule code for licensed laboratories, practitioner's number and name of laboratory. **Uses:** Provide information on types of services rendered and number of billings submitted for payment; monitor laboratory operations for adherence to licence; prepare public-interest evaluation reports. **Categories of Users:** Branch administrative staff, ministry auditors. **Categories of Individuals in Bank:** Private laboratory owners. **Policies and Practices – Storage:** Paper. Original data in Insurance Claims Branch. **Retrievability:** Month, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1032.



**Chest-Disease Service (patient index and records, abnormal x-rays, register of patients with inactive and prophylaxis tuberculosis)** [Service discontinued December 1982.]

**Location:** Ontario Government Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, medical history of patients (living and deceased) with chest diseases, clinic report, drug report, outpatient report, prescription and treatment record, name, address, sex and age, x-ray number, chart number and x-ray film, history of tuberculosis, treatment, occupation contacts. **Uses:** Maintain a cumulative record of patients' medical histories in order to provide information for diagnosis and treatment; provide information for retrospective research studies for ministries and outside agencies. **Categories of Users:** Physicians, hospitals, branch administrative clerk. **Categories of Individuals in Bank:** Patients with tuberculosis or chest abnormalities. **Policies and Practices – Storage:** Paper, cards, microfilm, x-rays. **Retrievability:** Patient's surname, x-ray film number and patient's case number. **Access Controls:** Restricted access and codes. **Retention and Disposal:** Patient records/index retained 40 years, then transferred to archives; x-rays retained 25 years, then destroyed; register retained 30 years, then transferred to archives. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Communicable Diseases – Patient Files

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, age, sex, medical history, nature of illness, laboratory results, treatments. **Uses:** Surveillance purposes; epidemiological research. **Categories of Users:** Senior medical consultants, Disease Control and Epidemiology Service (DCES), data clerks and supervisor. **Categories of Individuals in Bank:** Individuals with reportable communicable diseases. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of disease, health unit, surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Communicable Diseases and Zoonoses – Laboratory Test Results

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, family doctor's name, diagnosis, results of serology tests for communicable disease including meningial infections, legionnaires and zoonotic diseases (toxoplasmosis, brucellosis, salmonellosis, leptospirosis, listeriosis, psittacosis, Q Fever, tularemia, histoplasmosis, toxocarosis). **Uses:** Obtain information concerning diseases; maintain

workload statistics; conduct epidemiological research; develop and apply suitable control procedures. **Categories of Users:** Senior medical consultant, Senior Veterinary Consultant, Disease Control and Epidemiology Service (DCES), data clerks and supervisor in Data Support Section (DSS). **Categories of Individuals in Bank:** Patients with communicable or zoonotic diseases. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, name of disease, geographic location and date of report/test. **Access Controls:** Locked cabinets. **Retention and Disposal:** Communicable disease records retained two years and zoonotic disease records retained two years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Service, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Community Health Reimbursement System

**Location:** Community Health Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, financial information on rostered members in Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide HSO capitation payment and subtract capitation negation; provide ministry and HSO/CHC sponsor's program with management information on medical services provided in all medical specialties. **Categories of Users:** HSO/CHC program coordinators, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Information and Systems Division staff, Audit Branch and authorized OHIP staff. **Categories of Individuals in Bank:** HSO and CHC rostered members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth, or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

#### Community Health Roster System

**Location:** Community Health Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, OHIP number, date of birth, sex, medical information. **Uses:** Develop and maintain client records for Health Services Organizations (HSOs) and Community Health Centres (CHCs). **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division, Audit Branch, authorized OHIP staff. **Categories of Individuals in Bank:** OHIP subscribers and dependants enrolled with HSOs and CHCs. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth, or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

#### Computer-Assisted Public Health Inspection

**Location:** Data Support Service, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and

Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227. **Types of Information Maintained:** Business owner's name, address, health unit inspector's and area inspector's telephone numbers. **Uses:** Schedule inspections of establishments; record statistics on the frequency of inspections. **Categories of Users:** Public Health inspectors in health units, data liaison officer, senior consultants, Public Health Branch staff. **Categories of Individuals in Bank:** Owners of establishments to be inspected. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or number of establishment. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Data Support Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1346.

### Computer-Assisted School Health Services

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Immunization of School Pupils Act, S.O. 1982, c.41; as amended, S.O. 1983, c.76; S.O. 1984, c.62. **Types of Information Maintained:** Name, age, sex, health status and immunization records. **Uses:** Provide information on the health of school children. **Categories of Users:** Public Health nurses in the immunization program, Manager, Data Support Services, data clerks. **Categories of Individuals in Bank:** School children in Ontario. **Policies and Practices – Storage:** Computer, microfiche. **Retrievability:** Name of local health agency and number of health unit, Social Insurance Number or nine-digit number assigned by health unit. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Variable, then transferred to archives. **Official Responsible:** Manager, Data Support Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1346.

### Congenital Anomalies Surveillance

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Types of Information Maintained:** Name, address, congenital anomaly, number and rate of specific congenital anomaly by county, trimester or month of birth, calendar year and residence of mother. **Uses:** Review incidence and trends of specific congenital anomalies; assess the need for follow-up action; assist in planning for services. **Categories of Users:** Ministry health planners. Aggregate statistics available to researchers, health units, district health councils, epidemiologists, staff of the Ministry of Environment and Ministry of Labour. **Categories of Individuals in Bank:** Newborns, still births, and infant deaths with congenital anomalies. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Residence (county), anomaly, and name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

### Encounter System (community health)

**Location:** Community Health Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act,

R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Patient name, address, encounters (visits), service provided by Health Service Organizations (HSOs) and Community Health Centres (CHCs). **Uses:** Provide audit assurance that services are delivered in HSOs and CHCs; provide program-wide service data to HSO/CHC program; provide aggregate statistical reports to HSO/CHC sponsors for management planning, and research studies. **Categories of Users:** HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Audit Branch staff. **Categories of Individuals in Bank:** HSO/CHC patients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** HSO/CHC number, name, OHIP number, date of birth or sex. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** HSO/CHC Program Coordinator, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2789.

### Food and Food Poisoning – Laboratory Reports

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, place of eating, foods eaten, treatment received, family doctor, tentative diagnosis, laboratory results. **Uses:** Surveillance of the quality of food in the province; establish criteria for sampling and interpreting results; maintain epidemiological overview of outbreaks of food-borne disease. **Categories of Users:** Public Health veterinary consultants. **Categories of Individuals in Bank:** Individuals suspected of having food poisoning. **Policies and Practices – Storage:** Paper. **Retrievability:** Health unit, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Immigrant Medical Services

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/82. **Types of Information Maintained:** Name, address, date of birth, positive syphilis serology, country of origin, treatment. **Uses:** Surveillance of immigrants with a diagnosis of syphilis; provide statistics. **Categories of Users:** Senior medical consultant, nursing epidemiologist, administrative secretary, data clerk. **Categories of Individuals in Bank:** Immigrants with positive syphilis serology. **Policies and Practices – Storage:** Cards, paper. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

### Immigrant Medical Services – Patients' Tuberculosis Records

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion

Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, date of birth, chest x-ray data, country of origin, diagnosis, recommendations, file number. **Uses:** Surveillance of immigrants with abnormal chest findings; provide statistics. **Categories of Users:** Physician-Manager, Disease Control and Epidemiology Services, administrative secretary. **Categories of Individuals in Bank:** Immigrants with abnormal chest x-rays. **Policies and Practices – Storage:** Cards. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Immigrant Patient Chest-Disease Records (active and inactive)

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, date of birth, medical history from country of origin, diagnosis and pertinent sponsorship data. **Uses:** Maintain a cumulative record of immigrants with active or inactive tuberculosis applying for entry into Canada; assist sponsor in bringing relatives who did not pass Immigration Department health requirements to Ontario. Not used for treatment purposes. **Categories of Users:** Senior medical consultant and administrative secretary. **Categories of Individuals in Bank:** Individuals with active or inactive tuberculosis applying to immigrate. **Policies and Practices – Storage:** Paper. **Retrievability:** Surname. **Access Controls:** Locked cabinets. **Retention and Disposal:** Files of individuals granted entry retained one year; those of individuals not granted entry retained two years, then transferred to archives. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Laboratory Proficiency Testing Program (LPTP)

**Location:** Laboratory Licensing and Inspection Service, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Billing lists for LPTP tests, legislation and policy and procedures relating to the testing program, minutes of conjoint committee. **Uses:** Supply ministry's central accounting division and the Ontario Medical Association with information required for the billing and proficiency-testing of laboratories. **Categories of Users:** Branch administrative staff, Finance and Accounting Branch staff, Ontario Medical Association (LPTP). **Categories of Individuals in Bank:** Owners of licensed laboratories. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1032.

#### Laboratory Specimen-Data Sheets

**Location:** Central Public Health Laboratory, 81 Resources Road, Weston. Also regional public health laboratories in Hamilton, Kingston, London, Orillia, Ottawa, Palmerston, Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, and Windsor. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25. **Types of Information Maintained:** Name, date of birth, sex, health, medical history, physician's name, test results and analyses. **Uses:** Provide a record of laboratory tests; compile statistics. **Categories of Users:** Branch and ministry administrative staff (statistical data only), physicians (treatment of patients), private citizens (quality of drinking water only). **Categories of Individuals in Bank:** Medical patients, private citizens, public health agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, number or alpha-numeric indicator. **Access Controls:** Locked cabinets and storage rooms. **Retention and Disposal:** Water quality records retained three months, then destroyed; other records retained one year, then destroyed. **Official Responsible:** Director, Laboratory Services Branch, Box 9000, Terminal A, Toronto, Ontario, M5W 1R5, telephone: (416) 235-5941.

#### Leprosy Case Register and Progress Reports

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, age, sex, country of birth, medical history, laboratory findings and treatment. **Uses:** Update leprosy register; organize distribution of drugs; record program activities; compile statistics. **Categories of Users:** Senior Medical Consultant, Disease Control and Epidemiology Service staff, ministry consultant on leprosy, Data Support Section data clerk and supervisor. **Categories of Individuals in Bank:** Individuals with active leprosy. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, disease. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Licensing – Specimen Collection Centres, Hospital and Private Laboratories

**Location:** Laboratory Licensing and Inspection Services, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.409; as amended, S.O. 1981, c.66, s.1, Sch. Item 12; S.O. 1983, c.10, s.111(1) and (2). **Types of Information Maintained:** Name, address, age, copy of licence, inspection reports, public-interest evaluation reports, invoices, qualifications, employment eligibility of staff, rationale for refused or cancelled licence. **Uses:** Maintain record of licensing history (renewal, cancellation, refusal, inspections, action taken by the licensee and the ministry); control, management, and statistical purposes. **Categories of Users:** Branch administrative staff, Inspection Service inspectors, Legal Branch staff, Laboratory Review Boards. **Categories of Individuals in Bank:** Applicants for laboratory



licences, owners and operators of licensed laboratories and specimen collection centres. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, licence number. **Access Controls:** Locked cabinets in a locked room. **Retention and Disposal:** 13 years, then destroyed; select refused applications to archives. **Official Responsible:** Chief, Laboratory Licensing and Inspection Service, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1032.

## Maternal Mortality

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.60; R.R.O. 1980, Reg. 865. **Types of Information Maintained:** Record of maternal deaths by cause, age, hospital, location of death and residence of women. **Uses:** Study causes and trends in maternal deaths in Ontario. **Categories of Users:** Ontario Medical Association Maternal Welfare/Perinatal Committee. **Categories of Individuals in Bank:** Women who died while pregnant or within 90 days after delivery. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and year of death. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

## Newborn Screening Program for Inborn Errors of Metabolism

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.9. **Types of Information Maintained:** Name, date of birth, hospital of birth, residence, parents' names, diagnosis with treatment. **Uses:** Identify and treat infants with Phenylketonuria (PKU) and congenital hypothyroidism (CH); compile statistics on the incidence and trends of these diseases. **Categories of Users:** Regional treatment consultants, provincial laboratory staff, the Advisory Committee on Inborn Errors of Metabolism. **Categories of Individuals in Bank:** Infants born with PKU and CH. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and disease. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

## Ontario Home Care Administration System (J401 AND J404)

**Location:** Community Health Programs Branch, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.44; R.R.O. 1980, Reg. 452. **Types of Information Maintained:** Name, address, telephone number, type of service received, provider of the service. **Uses:** Monitor the type and amount of service provided; ensure all cases receive services within the mandate of the program. **Categories of Users:** Local Home Care Program directors and case managers, Ministry of Health Home Care Program consultants, coordinator and auditors. **Categories of Individuals in Bank:** Individuals admitted to local Home Care Program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Home Care Program number, month and year.

**Access Controls:** Restricted access, locked rooms, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Coordinator, Home Care Program, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1364.

## Perinatal Mortality Data

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.61; R.R.O. 1980, Reg. 865. **Types of Information Maintained:** Perinatal mortality data by number and rates by hospital of birth, residence of mother, birth weight of infants, health region, county, calendar year and gestational age, previous pregnancy. **Uses:** Review the incidence and trends of perinatal mortality in relation to services provided and other variables; plan services in prenatal, obstetrical, perinatal and infant care. **Categories of Users:** Family Health staff. Aggregate information provided to health planners, hospitals, obstetric staff, district health councils, perinatologists, perinatal centres, health units, epidemiologists, staff involved in studies or research regarding reproductive outcomes. **Categories of Individuals in Bank:** Stillborns and infants that die within 28 days after birth. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of birth, address and birth weight. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Chief, Family Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2234.

## Rabies Report

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 292/84. **Types of Information Maintained:** Name, address, degree of contact with suspected rabid animals. **Uses:** Decide whether or not an individual should receive anti-rabies vaccine; compile statistics. **Categories of Users:** Veterinary consultants, Disease Control and Epidemiology Service data clerk and supervisor, Data Support Services staff. **Categories of Individuals in Bank:** Individuals who have been in contact with suspected rabid animals. **Policies and Practices – Storage:** Paper. **Retrievability:** Health unit, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Sexually Transmitted Diseases – Contact Cards and Related Correspondence

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 163/84. **Types of Information Maintained:** Name, address of sexually transmitted diseases contact in North America. **Uses:** Trace and notify sexually transmitted diseases contacts; compile statistics. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, branch administrative secretary, Data Support Section data clerk and supervisor. **Categories of Individuals in Bank:** Residents having had contact with persons residing outside Ontario infected with sexually



transmitted diseases and persons residing outside Ontario having had contact with residents infected with sexually transmitted diseases. **Policies and Practices – Storage:** Paper, cards. **Retrievability:** Patient's name, contacts names. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Sexually Transmitted Diseases – Patient Case Files

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, sex, sexually transmitted diseases diagnosis and stage of disease where applicable, general medical history, information related to general diseases. **Uses:** Enable physicians, clinics, hospitals and health units to monitor and control sexually transmitted diseases. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, data clerk supervisor, public health nurses. **Categories of Individuals in Bank:** Registered syphilis patients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after death or until 80th birthday, whichever is later, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

#### Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll

**Location:** Public Health, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10; as amended, S.O. 1984, c.55, s.227; O. Reg. 162/84. **Types of Information Maintained:** Name, address, sex, marital status, occupation, OHIP number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin. **Uses:** Provide a complete roster of identified tuberculosis patients in Ontario; provide information to public health units and private physicians on previous treatment and stage of disease; update register; provide statistics and a numeric cross-reference for reporting cases to/from Statistics Canada. **Categories of Users:** Senior medical consultant, Disease Control and Epidemiology Service staff, data clerk and supervisor. **Categories of Individuals in Bank:** Individuals with active or reactivated tuberculosis. **Policies and Practices – Storage:** Cards, paper. **Retrievability:** Name, registry number and year of last activity. **Access Controls:** Locked cabinets. **Retention and Disposal:** Register and index retained 30 years after patient's death, then transferred to archives; notification records retained five years, then destroyed; nominal roll retained 30 years, then destroyed. **Official Responsible:** Physician-Manager, Disease Control and Epidemiology Services, Public Health, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-2238.

## Personal Health

The group provides a single focus for emergency health services in Ontario, a safe and rapid transit system to appropriate health facilities, and ensures the availability and supply of medically necessary drugs and specialized assistive devices and supplies to eligible residents. This group also serves as the ministry focus for dialogue with health care professionals and provider groups. The group comprises the Ambulance Services Branch, Drugs and Devices Division, Emergency Health Coordination Unit and Professional Relations Branch.

#### Personal Information Banks

Contain information on individuals treated by ambulance attendants or paramedics, transported by the Ontario ambulance system or transferred by out-of-province land ambulance. Also contain information on the certification of Emergency Medical Care Assistants, patient assessment, operation, licensing and investigation of ambulance services, complaints, individuals eligible to receive drug benefits and assistive devices.

#### Advanced Life-Support Call Reports

**Location:** Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 15, Part VI. **Types of Information Maintained:** Name, age, sex, assigned number, type of emergency, treatment given. **Uses:** Maintain work log; research and plan paramedic services. **Categories of Users:** Emergency care officials, doctors, Ambulance Services Branch staff. **Categories of Individuals in Bank:** Patients assessed and/or treated by ambulance attendants and paramedics. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Assigned number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Project Manager, (Emergency Hospital Care), Emergency Health Services Coordination Unit, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1178.

#### Air Ambulance Claims and Review Files

**Location:** Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, address, OHIP number, diagnosis, date of service, amount paid/reimbursed, names of hospitals, air and land carriers. **Uses:** Review ambulance claims; provide a record of payment. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Patients transferred by air and out-of-province land ambulance. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, cross-referenced to number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Operations Supervisor, Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2643.

## Ambulance Services – Budgets and Settlements

**Location:** Ambulance Services Branch, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, address, financial data, budget requests, approval, year-end expenditure statements. **Uses:** Ensure ambulance operators operating within approved budgets. **Categories of Users:** Ambulance Services inspectors, licensing officials. **Categories of Individuals in Bank:** Ambulance-service operators. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Ambulance Services – Investigation Reports, Inquiries, Complaints

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, investigation documents, evidence, statements, exhibits. **Uses:** Document inquiries and complaints; make recommendations for legal purposes. **Categories of Users:** Ambulance Services Branch officials, Ontario Provincial Police. **Categories of Individuals in Bank:** Citizens laying complaints about ambulance or dispatch services. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name, number, complainant's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years after issue resolved, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Ambulance Services – Human Resources Inventory

**Location:** Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.31; R.R.O. 1980, Reg. 14. **Types of Information Maintained:** Name, sex, driver's licence number and class code, Ontario Ambulance Service Information System (OASIS) employee number, immigration status, date hired, pertinent academic qualifications and renewal dates. **Uses:** Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation. **Categories of Users:** Ambulance Services Branch officials, ambulance-service operators. **Categories of Individuals in Bank:** Employees of the Ontario ambulance system. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Service name and number, employee name and number. **Access Controls:** Locked cabinets in locked room, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Ambulance Services – Service Profile

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance

Act, R.S.O. 1980, c.20, s.3, s.4 and s.5; R.R.O. 1980, Reg. 14, s.7, s.8 and s.9. **Types of Information Maintained:** Name, address, application for licence renewal, letters patent, articles of incorporation, list of board members, copy of licence. **Uses:** Process licences to operate an ambulance service; invoicing. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Licensed ambulance services. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name and number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed; select files to archives. **Official Responsible:** Manager, Inspection and Investigation Service, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Assistive Devices – Patients' Financial Records

**Location:** Assistive Devices Branch, 6th Floor, 7 Overlea Boulevard, Toronto and Finance and Accounting Branch, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armées, P.O. Box 48, Kingston. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, financial information, vendor's invoice for equipment, diagnosis, physician's authorization. **Uses:** Identify and verify type and quantity of device received; respond to inquiries from vendors and health care professionals; prepare budget; audit purposes. **Categories of Users:** Administrative staff, professional program consultant, Audit Branch staff. **Categories of Individuals in Bank:** Individuals receiving assistance under the Assistive Devices Program. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Voucher list number. **Access Controls:** Locked cabinets, secure computer files. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Operations Manager, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-0143.

## Assistive Devices – Patients' Prescription Records

**Location:** Assistive Devices Branch, 6th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(d). **Types of Information Maintained:** Name, address, diagnosis, prescribed equipment, physician's authorization. **Uses:** Determine eligibility. **Categories of Users:** Administrative staff, professional program consultants, Audit Branch staff. **Categories of Individuals in Bank:** Individuals applying for assistance under the Assistive Devices Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then transferred to archives. **Official Responsible:** Operations Manager, 6th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-0143.

## Critical Care Patients – Transfer Files

**Location:** Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197; Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, age, sex, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer. **Uses:** Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics. **Categories of Users:** Ambulance

services officials, attending physicians. **Categories of Individuals in Bank:** Patients using the ministry's air ambulance. **Policies and Practices – Storage:** Paper, computer, microfilm. **Retrievability:** Number, name. **Access Controls:** Locked cabinets, secure computer files. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Operations Supervisor, Air Ambulance Operations, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2643.

#### Dispatch Call Record (AS5-D)

**Location:** Corporate Information Resource Centre, 1st Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, address, nature and cause of injury, illness, time sequencing of ambulance call and destination location of patient(s). **Uses:** Record and control movement of ambulance vehicles to patient pick-up locations; provide time sequencing; provide legal documentation; compile statistics. **Categories of Users:** Ambulance Services Branch officials, Emergency Health Services officials. **Categories of Individuals in Bank:** Patients treated or transported by the Ontario ambulance system. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** OASIS (Ontario Ambulance Services Information System) number cross-referenced to patient call report (AS5-A). **Access Controls:** Locked file room. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Administration and Special Projects Coordinator, Ambulance Services Branch, Technical Services Section, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2636.

#### Drug Benefit Plan – Eligibility

**Location:** Drug Programs and Policy Branch, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefits Act, S.O. 1986; O. Reg. 689/85, s.2. **Types of Information Maintained:** Name, age, mailing address. **Uses:** Validate drug claims submitted for reimbursement by pharmacies. **Categories of Users:** Drug Program Branch staff, Finance and Accounting Branch staff and Insurance Systems Branch staff. **Categories of Individuals in Bank:** Recipients approved by the Ministry of Health. **Policies and Practices – Storage:** Computer. **Retrievability:** Eligibility number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Pharmaceutical Services, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K1, telephone: (613) 548-6553.

#### Drug Benefit Plan – Special Authorizations

**Location:** Drug Programs and Policy Branch, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Ontario Drug Benefits Act, S.O. 1986, s.8.1. **Types of Information Maintained:** Name, drug prescribed by physician. **Uses:** Authorize payment of drugs not listed in the Drug Benefit Formulary. **Categories of Users:** Program staff, Finance and Accounting staff and Insurance Systems Branch staff. **Categories of Individuals in Bank:** Individuals receiving special authorization. **Policies and Practices – Storage:** Computer. **Retrievability:** Authorization number and patient name.

**Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Pharmaceutical Services, 3rd Floor, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5K1, telephone: (613) 548-6553.

#### Emergency Medical Care Assistants (EMCA)

**Location:** Ambulance Services Branch, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Types of Information Maintained:** Name, address, education examination, results, appeals, certificate, proof of completion of requirements to take the exam. **Uses:** Verify that requirements for certification are met; evaluate credentials. **Categories of Users:** Education Services manager, certification administrator, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Categories of Individuals in Bank:** Students and Ambulance Services Branch staff applying for certification as Emergency Medical Care Assistants. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or registration number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Education Services, Ambulance Services Branch, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2634.

#### Fundamentals of Casualty Care (FCC)

**Location:** Emergency Care Programs, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20; R.R.O. 1980, Reg. 14, Parts III and IV. **Types of Information Maintained:** Name, address, education examination, results, examination answer sheet, marking sheets and results, copy of certificate. **Uses:** Verify completion of course; recertify staff; evaluate credentials. **Categories of Users:** Education Services manager, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. **Categories of Individuals in Bank:** Persons employed in Ambulance Services prior to 1 August 1975 and exempted from the requirement to be certified as an Emergency Medical Care Assistant. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, service name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Education Services, Ambulance Services Branch, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2634.

#### Incident Reports and "Vital Signs Absent" Reports

**Location:** Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.32; R.R.O. 1980, Reg. 14. **Types of Information Maintained:** Name, address, sex, record of unusual occurrences, unusual delays, suspicious circumstances, equipment deficiencies, interferences in the provision of ambulance services. **Uses:** Document situations where corrective action may be required or where loss of life has occurred due to unusual or suspicious circumstances. **Categories of Users:** Ambulance Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police. **Categories of Individuals in Bank:** Ambulance and dispatch services staff involved in



the situation. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Manager, Inspection and Licensing Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Inspection Reports

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.18. **Types of Information Maintained:** Name, address, ambulance service inspection reports, photographs of vehicles and equipment. **Uses:** Record recommendations to improve quality of services; ensure compliance with legislation; provide history of ambulance-service performance. **Categories of Users:** Ambulance Services Branch officials. **Categories of Individuals in Bank:** Ambulance Services Branch staff and personnel funded by ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after service ceases operations, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Licences – Revocation and Appeals Files

**Location:** Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.11; Health Facilities Special Orders Act, S.O. 1983, c.43. **Types of Information Maintained:** Name, address, data concerning non-compliance with Ambulance Act. **Uses:** Documents grounds for licence revocation. **Categories of Users:** Ambulance services officials, Ontario Provincial Police. **Categories of Individuals in Bank:** Ambulance-service operators subject to investigations leading to licence revocation proceedings. **Policies and Practices – Storage:** Paper. **Retrievability:** Service name/number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Manager, Inspection and Investigation Services, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-1306.

## Patient Call Report (AS5-A)

**Location:** Corporate Information Resource Centre, 1st Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20. **Types of Information Maintained:** Name, address, nature and cause of injury, illness, patient condition and change in condition, time sequencing of the ambulance call. **Uses:** Bill for patient's co-payment fee; provide legal documentation; compile statistics. **Categories of Users:** Ambulance Services Branch officials, physicians, hospital billing departments. **Categories of Individuals in Bank:** Patients treated or transported by the Ontario ambulance system. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** OASIS number cross-referenced to dispatch call report (AS5-D). **Access Controls:** Locked file room. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Administration and Special Projects Coordinator, Ambulance Services Branch, Technical Services

Section, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 963-2636.

## Institutional Health

The group is responsible for the provision of institutional health care services which include developing new and alternative approaches to and policies for funding institutional care, formulating budgets for capital and operating costs, obtaining consulting services, maintaining liaison with institutions, directing the operation of the ten provincial psychiatric hospitals, providing adequate, appropriate and efficient nursing-home care, and supporting the Clarke Institute of Psychiatry, the Addiction Research Foundation, the Ontario Mental Health Foundation and the Ontario Cancer Treatment and Research Foundation. The group comprises the Teaching and Specialty Hospitals Branch, Community Hospital Branch, Psychiatric Hospitals Branch, Hospital Planning Branch and Nursing Homes Branch.

## Personal Information Banks

Contain medical information on patients of private hospitals and nursing homes, financial records of patients of provincial psychiatric hospitals, mental health service inquiries and information concerning licensing, complaints and delinquent nursing homes.

## Nursing Homes – Complaints Register

**Location:** Regional offices in Toronto, London and Ottawa. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320. **Types of Information Maintained:** Date of licensing and name of nursing home, complainant's name, nature of complaint and mode, date given to inspector, date of investigation, name of inspector and findings. **Uses:** Compile statistics. **Categories of Users:** Regional supervisors, inspectors, director, manager, administrative assistant, coordinators. **Categories of Individuals in Bank:** Nursing-home staff, residents and residents' representatives. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of complaint and name of home. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years, then transferred to archives. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

## Nursing Homes – Incident Reports

**Location:** Regional offices in Toronto, London and Ottawa. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320. **Types of Information Maintained:** Records of injury, medication and treatment errors, incidents of assault and fire, cases of communicable disease or death resulting from an accident or undetermined cause. **Uses:** Alert Nursing Homes Branch staff to incidents requiring investigation; provide statistics. **Categories of Users:** Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. **Categories of Individuals in Bank:** Residents and staff of nursing homes involved in incidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of home and date of incident. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then



destroyed. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

### Nursing Homes – Licence Files

**Location:** Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320. **Types of Information Maintained:** Name and address of licensee, name and address of nursing home, names and addresses of officers and directors of company. **Uses:** Licensing. **Categories of Users:** Director, manager, coordinators, Licensing Officer of Nursing Homes Branch. **Categories of Individuals in Bank:** Licensee, officers and directors of nursing homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of licensee, officers and directors. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent records. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

### Nursing Homes – Residents' Files (closed nursing homes)

**Location:** Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320; as amended, S.O. 1984, c.55, s.223. **Types of Information Maintained:** Name, age, medical and drug history of resident, examinations, diagnoses, physician's orders and progress notes, billing and other accounting information. **Uses:** Investigations and statistics. **Categories of Users:** Director, manager, regional supervisors, coordinators, administrative assistant, inspectors and investigators from Coroner's Office. **Categories of Individuals in Bank:** Discharged or deceased residents of closed nursing homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Patient's name; index by nursing home. **Access Controls:** Locked cabinets. **Retention and Disposal:** Files of deceased/discharged residents retained in the nursing home for five years, then transferred to archives subject to archival selection. **Official Responsible:** Director, Nursing Homes Branch, 5th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1038.

### Private Hospitals – Patients' Medical Records (closed private hospitals)

**Location:** Records Centre, 3215 Erindale Station Road, Mississauga. **Legal Authority:** Private Hospitals Act, R.S.O. 1980, c.389; as amended, S.O. 1984, c.55, s.226; R.R.O. 1980, Reg. 799, s.7 to s.10. **Types of Information Maintained:** Name, sex, medical history, age. **Uses:** Satisfy legislative requirements for hospital patient records. **Categories of Users:** Administrative staff for repository purposes, patients or their legal representatives. **Categories of Individuals in Bank:** Former patients of closed private hospitals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of hospital, patient's name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years, then destroyed. **Official Responsible:** Branch Director, Community Hospitals Branch, 7th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-8161.

### Provincial Psychiatric Hospitals – Patients' Financial Records and Records of Belongings

**Location:** All provincial psychiatric hospitals. Refer to the local telephone directory for addresses. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(a), (b) and (g), s.6(2)(d); Mental Hospitals Act, R.S.O. 1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, s.5, s.29(3)(f), s.29(4), s.65(1)(b)(iii) and (v), and s.65(1)(f), (g) and (o). **Types of Information Maintained:** Name, requisitions, debit slips, statements for patients' money, financial transactions and record of belongings. **Uses:** Monitor financial resources of patients; obtain money from public trustee; provide record of belongings and financial transactions. **Categories of Users:** Financial staff, auditors, clinical staff. **Categories of Individuals in Bank:** Inpatients, outpatients and discharged patients. **Policies and Practices – Storage:** Cards, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after death or termination of custody and after clearance with relevant trustees, then destroyed. **Official Responsible:** Director, Psychiatric Hospitals Branch, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6236.

### Psychiatric Service Inquiries – Client Files

**Location:** Corporate Information Resource Centre, 7th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(1)(a), (b) and (g), s.6(2)(d); Mental Hospitals Act, R.S.O. 1980, c.263, s.6 and s.7; Mental Health Act, R.S.O. 1980, c.262, as amended, s.5, s.29(3)(f), s.29(4) and s.65(1)(b)(iii), (v), (f), (g) and (o). **Types of Information Maintained:** Name, medical information, diagnosis and treatment. **Uses:** Resolve problems concerning treatment and the provision of services. **Categories of Users:** Authorized branch and psychiatric hospital staff. **Categories of Individuals in Bank:** Individuals with special needs or in special circumstances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Psychiatric Hospitals Branch, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-6236.

## Legal Branch

The branch provides general legal services.

### Personal Information Banks

None

## Planning and Programs

The group is responsible for the ministry's strategic, tactical and operational planning, the development of policy for the minister, the provision of secretariat support to the ministry's management committees, the coordination of ministry health care delivery programs, including inquiry into women's issues, the coordination of management systems and information services, the dissemination of health care data,

administration of health research grants and the protection of the confidentiality of personal information. Also responsible for interprovincial and federal-provincial relations, French-language health services, and regional health care planning. The group comprises: Policy Development and Research Division; Information and Systems Division; District Health Council Program; French-Language Health Services; Health Program Coordination; and Women's Health Bureau.

## Personal Information Banks

Contain information on the planning and evaluation of health care services, placement of patients, bursaries and fellowships for consultants, and the eligibility of immigrant physicians for post-graduate medical training in Ontario.

### Bursary Program – Dental, Medical, Occupational Therapy, Physiotherapy, Speech and Audiology Practitioners

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280; O. Reg. 438/83 (Dental); O. Reg. 437/83 (Medical); O. Reg. 194/84 (Occupational Therapy); O. Reg. 769/82 (Physiotherapy); O. Reg. 130/84 (Speech/Audiology). **Types of Information Maintained:** Name, address, education record, confidential report from faculty concerning completion of previous academic year and persons awarded/not awarded bursaries. **Uses:** Evaluate and support decisions to award bursaries. **Categories of Users:** Program consultants, administrative staff. **Categories of Individuals in Bank:** Third-year, fourth-year, and post-graduate dental, medical, physiotherapy, occupational therapy, speech and audiology students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Program Manager, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

### Dental Coach Program – Children's Dental Records

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.12(g). **Types of Information Maintained:** Name, address, medical history, dental examination findings, x-rays, dental treatment provided. **Uses:** Record dental treatment provided. **Categories of Users:** Dental Coach Program staff, program consultant, administrative staff. **Categories of Individuals in Bank:** Pre-school and elementary school children in program areas. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, name of school and name of child. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after last file entry, then destroyed. **Official Responsible:** Senior Dental Consultant, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

### District Health Council (DHC) Program

**Location:** District Health Council Program, 15 Overlea Boulevard, 6th Floor, Toronto. **Legal Authority:** Ministry of

Health Act, R.S.O. 1980, c.92, s.9. **Types of Information Maintained:** Name, address, telephone number, professional/employment experience, other associations. **Uses:** Process applications for membership by forwarding to minister; monitor status of application; report on profile of membership. **Categories of Users:** DHC staff. **Categories of Individuals in Bank:** Applicants for District Health Council membership. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, DHC. **Access Controls:** Area Planning Coordinator. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Executive Director, District Health Council Program, 15 Overlea Boulevard, 6th Floor, Toronto, Ontario, M4H 1A9, telephone: (416) 963-0614.

## Fellowship Applications

**Location:** Policy Development and Research Division, Grants Administration Unit, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10. **Types of Information Maintained:** Name, address, education, employment history, Social Insurance Number, assessments, contract, record of payments. **Uses:** Decide eligibility and merit for a fellowship or bursary award. **Categories of Users:** Branch administrative staff, staff of the ministry's corporate accounting section. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Eight years, then destroyed. **Official Responsible:** Manager, Research and Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5887.

## Hospital Medical Records Institute – Master File

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.410, s.29(p). **Types of Information Maintained:** Demographic and clinical data, hospital number, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures. **Uses:** Compile statistics annually on utilization, morbidity groupings, geographic distribution, surgical procedures, and bed allocations; provide statistics for ad hoc studies by planners, epidemiologists, etc. **Categories of Users:** Branch staff. Aggregate data provided to hospital area teams, area planning coordinators, District Health Councils, Public Health Branch, researchers, and the federal government. **Categories of Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals. **Policies and Practices – Storage:** Computer. **Retrievability:** Hospital number, inpatient register number, inpatient chart number, OHIP number. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

## Incentive Programs – Dentists, Physicians, Physiotherapists

**Location:** Underserved Area Program, 6th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.7(a) and (b); R.R.O. 1980,

Reg. 658, Part 2 (Dental); R.S.O. 1980, c.280, s.10(b) (Medical). **Types of Information Maintained:** Name, address, education, references. **Uses:** Evaluate eligibility for and support incentive awards to dentists, dental specialists (periodontists only), physicians, medical specialists and physiotherapists to practise in designated underserved areas. **Categories of Users:** Program consultants and administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Senior Consultant/Program Manager, 6th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 963-1176.

### Inpatient Psychiatric Forms

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Types of Information Maintained:** Facility number, sex, age, date of birth, case number, residence, date of admission, marital status, education, source of referral, method of admission, transfer-in, previous psychiatric admission, diagnosis on admission, transfer-out, disposition, diagnosis on separation, cause of death, date of separation. **Uses:** Compile statistics; evaluate trends in patient movement; provide data for morbidity studies. **Categories of Users:** Branch administrative staff, research staff, Mental Health Branch staff. Aggregate information available to Statistics Canada. **Categories of Individuals in Bank:** Inpatients of psychiatric hospitals and psychiatric units in general public hospitals. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Facility number, case number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 18 months, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

### In-Residence Reports

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.378, s.39(n). **Types of Information Maintained:** Hospital number, name and address of hospital, hospital register number, patient's place of residence (city, town or village, county), age, sex, date of last admission, diagnosis. **Uses:** Provide aggregate data on chronic care activity. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Inpatients of chronic-care hospitals as of midnight March 31. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital number, register number, place of residence. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Integrated Patient File (HMRI/OHIP Admissions – Discharge Data)

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Public

Hospitals Act, R.S.O. 1980, c.410; as amended, S.O. 1981, c.25; Health Insurance Act, R.S.O. 1980, c.197. **Types of Information Maintained:** Inpatient's demographic, clinical, and insurance information, hospital number, name, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures, other clinical and insurance data. **Uses:** Collect and maintain records for Cancer Registry, congenital anomalies reporting system, perinatal files, disease registry systems, and other applications involving patient-specific data. **Categories of Users:** Authorized staff of Ontario Cancer Treatment and Research Foundation, Health and Welfare Canada, Public Health Branch. Other users receive aggregated data only. **Categories of Individuals in Bank:** Inpatients discharged from or who died in acute care, chronic care, or rehabilitation hospitals. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Hospital number, inpatient register number, inpatient chart number, OHIP number, name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

### Physicians – Immigration Application Files

**Location:** Policy Development and Research Division, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(2)(b); federal-provincial agreement. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, country of birth, citizenship, address, Employment and Immigration Canada registration number, College of Physicians and Surgeons licence number, name and address of training institution, amount and source of annual income, photograph, marital status, references, education, employment history. **Uses:** Decide eligibility for permanent landed-immigrant status or temporary employment visas; ensure applicants follow criteria for continuing post-graduate status; provide background information, statistics. **Categories of Users:** Manpower Planning Division administrative staff, section consultants, manager and director, Physician Immigration Review Committee. **Categories of Individuals in Bank:** Foreign post-graduate medical students applying for medical training or for landed-immigrant status. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or assigned file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Health Manpower Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5021.

### Placement and Support Services (PASS)

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.6(d). **Types of Information Maintained:** Name, OHIP number, date of birth, residence code, date of discharge, date ready for discharge, type of bed occupied, hospital master number, discharge to institution, placement service provided by, optimum placement accommodation, actual placement accommodation, unavailable support services, reason for non-optimum placement, reason for delay in placement.



**Uses:** Provide personal identification to verify data; compile statistics on placement load, delays in placement, short-ages, replacements, unavailable support services; provide planning information. **Categories of Users:** Editing clerk, computer-support staff, internal ministry consultants; district health councils. **Categories of Individuals in Bank:** Individuals for whom placement services are provided. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinet; computer password. **Retention and Disposal:** Paper retained until data input verified, then destroyed; computer retention not determined. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Psychiatric Hospitals – Annual Census

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.269, s.60(b) and (v). **Types of Information Maintained:** Hospital number, case book number, sex, county, hospital status, date of birth, method of admission, diagnosis, date of current admission. **Uses:** Compile aggregate data for publication. **Categories of Users:** Ministry consultants, research staff (aggregate data only). **Categories of Individuals in Bank:** Patients in residence at midnight, March 31, or on leaves of absence for three days or less for all psychiatric hospitals. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Hospital number, case book number. **Access Controls:** Locked room, computer password. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, M4H 1A9, telephone: (416) 965-9607.

### Research Applications – Project Grants and Personnel Awards

**Location:** Policy Development and Research Division, Grants Administration Unit, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280, s.10. **Types of Information Maintained:** Name, education, employment history, assessments, record of payments, supervisor's name, education and employment. **Uses:** Decide eligibility and merit for grants and awards; make recommendations for awards. **Categories of Users:** Grants Administration Unit administrative staff, Health Care Systems Research Review Committee, Health Research Personnel Committee, individuals in and outside of government involved in assessing applications. **Categories of Individuals in Bank:** Applicants and supervisors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Project number. **Access Controls:** Locked room. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Manager, Research and Planning, 8th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-5887.

### Tenders and Contracts

**Location:** Executive Director's Office, Information and Systems Division, 4th Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Ministry of Health Act, R.S.O. 1980, c.280.

**Types of Information Maintained:** Profile, name, address, resume, rates, selection criteria, ranking, contract if awarded. **Uses:** Provide information on tendering for systems development and operations; maintain details on progress of tenders; ensure payment of funds; ensure adherence to the terms of agreement; may be subject to provincial audit. **Categories of Users:** Information and Systems Divisions professional and administrative staff, related clients. **Categories of Individuals in Bank:** Vendors submitting proposals for contract services. **Policies and Practices – Storage:** Paper. **Retrievability:** Tender or contract number. **Access Controls:** Locked cabinets restricted to division administrative staff. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Administrative Assistant, Information and Systems Division, 4th Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-8023.

### Therapeutic Abortions Report

**Location:** Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto. **Legal Authority:** Statistics Act, R.S.C. 1971-72, subject to secrecy requirements of c.15, s.5(a), s.16 and s.251(b); Criminal Code of Canada, R.S.C. 1970, c.34. **Types of Information Maintained:** Hospital name and location, residence of patient, date of birth, marital status, first day of last normal menses, date fetus removed, days of inpatient stay, number of previous deliveries, number of previous abortions, operative procedure, sterilizations, complications. **Uses:** Provide aggregate data for family-planning studies. **Categories of Users:** Branch staff. Aggregate data provided to ministry research staff and Statistics Canada. **Categories of Individuals in Bank:** Individuals receiving therapeutic abortions. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Hospital name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Information Resources and Services Branch, 2nd Floor, 15 Overlea Boulevard, Toronto, Ontario, M4H 1A9, telephone: (416) 965-9607.

### Task Force on the Implementation of Midwifery

The task force examines and makes recommendations to the Minister of Health and the Minister of Colleges and Universities on the education of and practice arrangements for midwives in Ontario.

### Personal Information Banks

Contain information on the task force members.

### Task Force Membership List

**Location:** Task Force on the Implementation of Midwifery, 14th Floor, 700 Bay Street, Toronto. **Legal Authority:** Order in Council 968/86. **Types of Information Maintained:** Name, address, telephone number, financial remuneration. **Uses:** Administrative purposes (mailings, travel expense claims). **Categories of Users:** Task force support staff. **Categories of Individuals in Bank:** Task force members.



**Policies and Practices – Storage:** Paper, computer.  
**Retrievability:** Name. **Access Controls:** None. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager of Administration, Task Force on the Implementation of Midwifery in Ontario, 14th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 965-5094.

## **Psychiatric Patient Advocate Office**

The office provides advocacy services to inpatients in provincial psychiatric hospitals and rights advice to those inpatients whose legal status has been changed or incompetency determined under the Mental Health Act.

### **Personal Information Banks**

Contain information on psychiatric patients served by the Patient Advocates and visited by the Rights Advisors.

#### **Psychiatric Patient Advocate Office – Client Files**

**Location:** Provincial psychiatric hospitals in Brockville, Hamilton, Kingston, Lakehead, London, North Bay, Penetanguishene, Toronto, St. Thomas, Whitby, Oak Ridges. Refer to the local telephone directory for addresses. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, s.5 and s.30a. **Types of Information Maintained:** By Patient Advocates – name, age, sex, medical history, legal status under the Mental Health Act, nature of communication with advocate and other parties, extracts from clinical record. By Rights Advisors – name, age, sex, medical history, legal status under the Mental Health Act, information relating to eligibility for Legal Aid, communication with Rights Advisor and other parties. **Uses:** Patient Advocates – maintain a record of the advocacy conducted on behalf of a patient. Rights Advisors – maintain a record of the rights advice provided to patients, and the carrying out of patient's instructions, if any. **Categories of Users:** Patient Advocates and Rights Advisors in provincial psychiatric hospitals, Psychiatric Patient Advocate Office Coordinator, executive assistant, legal counsel. **Categories of Individuals in Bank:** Psychiatric inpatients serviced by the Patient Advocates, and those visited by the Rights Advisor. **Policies and Practices – Storage:** Paper; anonymized data on clients stored on computer disk and paper. **Retrievability:** Name and number. **Access Controls:** Locked cabinets and restricted user group. **Retention and Disposal:** Not determined. **Official Responsible:** Provincial Coordinator, Psychiatric Patient Advocate Office, 56 Wellesley Street West, 8th Floor, Toronto, Ontario, M5S 2S3, telephone: (416) 927-1575.

## **Affiliated Agencies**

### **Advisory Committee on Genetic Services**

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

### **Personal Information Banks**

None

### **Advisory Committee on Inborn Errors of Metabolism**

The committee provides advice on newborn screening, case findings, and diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

### **Personal Information Banks**

None

### **Assistive Devices Advisory Committee**

The committee is responsible for policy development and service delivery for the Assistive Devices Program which pays approximately 75 percent of the cost of selected and prescribed medical equipment and supplies.

### **Personal Information Banks**

None

### **Chiropody (Podiatry) Review Committee**

The committee makes recommendations to the general manager of the health insurance division on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### **Personal Information Banks**

None

### **Chiropractic Review Committee**

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### **Personal Information Banks**

None

### **Dentistry Review Committee**

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### **Personal Information Banks**

None

## Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of the Denture Therapists concerning the registration of members and complaints from members or the public.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Denture Therapists Appeal Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Denture Therapists Act, R.S.O. 1980, c.115, s.13. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Review registration; hear complaints and appeals. **Categories of Users:** Denture Therapists Appeal Board and Health Boards Secretariat staff. **Categories of Individuals in Bank:** Denture therapists, complainants, appellants, individuals involved in reviews or hearings of the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant's/appellant's name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Drug Quality and Therapeutics Committee

The committee provides expert advice to the minister on medical, pharmaceutical, pharmacological and related matters. It recommends drugs for listing in the Ontario Drug Benefit Formulary and suggests products which should be legally interchangeable. The Drug Programs Branch of the ministry provides administrative support to the committee.

### Personal Information Banks

None

## Funeral Services Review Board

The board hears appeals of decisions made by the Board of Funeral Services concerning the registration of members and complaints from members or the public.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Funeral Services Review Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Funeral Services Act, R.S.O. 1980, c.180, s.15. **Types of Information Maintained:** Identifying information,

complaints, decisions and reasons. **Uses:** Hear complaints and appeals; review licences. **Categories of Users:** Funeral Services Review Board and Health Boards Secretariat staff. **Categories of Individuals in Bank:** Complainants, appellants, funeral directors. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainant's/appellant's name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the minister on x-ray safety, and approves courses.

### Personal Information Banks

None

## Health Care Systems Research Review Committee

The committee reviews applications for research projects related to the organization of health services and the evaluation of health care in Ontario and makes recommendations on the scientific merit and relevance of such projects according to established ministry criteria.

### Personal Information Banks

Contain information on individuals applying for research project grants. The Policy, Planning and Systems Group of the Ministry of Health maintains this information in the bank "Research Applications – Project Grants and Personnel Awards".

## Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optometrists and the College of Pharmacists concerning the registration of and complaints against members.

### Personal Information Banks

Contain information on individuals involved in reviews or hearings held by the board.

### Health Disciplines Board Reviews and Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Disciplines Act, R.S.O. 1980, c.196, s.6. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Hear complaints; review registrations. **Categories of Users:** Health Disciplines Board and Health

Boards Secretariat staff. **Categories of Individuals in Bank:** Complainants, appellants, physicians, dentists, nurses, pharmacists and optometrists requesting registration in the above professions. **Policies and Practices – Storage:** Paper. **Retrievability:** Complainants/appellants name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Facilities Appeal Board

The board reviews licence renewals, revocations and suspensions, hears appeals by licensees dissatisfied with the terms and conditions of a licence, and approves installations of x-ray machines.

### Personal Information Banks

Contain information on individuals involved in appeals before the board.

#### Health Facilities Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Ambulance Act, R.S.O. 1980, c.20, s.10. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Hearings of the board. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Appellants appealing orders under the Ambulance Act, the Health Facilities Special Orders Act, the Healing Arts Radiation Protection Act, and the Private Hospitals Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Protection Appeal Board

The board hears appeals of orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the Immunization of School Pupils Act.

### Personal Information Banks

Contain information on individuals involved in appeals before the board.

#### Health Protection Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Protection and Promotion Act, S.O. 1983, c.10, s.46. **Types of Information Maintained:** Name, address, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards

Secretariat staff. **Categories of Individuals in Bank:** Appellants appealing orders of the medical officers of health or public health inspectors under the Health Promotion Act and the Immunization of School Pupils Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Health Research Personnel Committee

The committee reviews applications for health research personnel development awards and makes recommendations on excellence and suitability for awards according to established ministry criteria.

### Personal Information Banks

Contain information on individuals applying for health research personnel awards. The Policy, Planning and Systems Group of the Ministry of Health maintains this information in the bank "Research Applications – Project Grants and Personnel Awards".

## Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Care Accessibility Act (s.5).

### Personal Information Banks

Contain information on health practitioners and OHIP subscribers involved in appeals before the board.

#### Health Services Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Health Insurance Act, R.S.O. 1980, c.197, s.8. **Types of Information Maintained:** Name, judgements and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Health practitioners and OHIP subscribers. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

## Personal Information Banks

Contain information on physicians involved in appeals before the board.

### Hospital Appeal Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Public Hospitals Act, R.S.O. 1980, c.25, s.37. **Types of Information Maintained:** Name, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Physicians appealing orders of hospital boards denying, altering, restricting or revoking privileges. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, revoke, suspend or impose conditions on laboratory licences.

## Personal Information Banks

Contain information on laboratory licensees involved in hearings before the board.

### Laboratory Review Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1980, c.66, s.61. **Types of Information Maintained:** Name, terms or conditions on licences, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Licensees appealing orders under the Health Facilities Special Orders Act revoking, rejecting or restricting their licences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Lieutenant Governor's Board of Review

Within six months of issue and annually thereafter, the board reviews all Lieutenant Governor's warrants served for the involuntary confinement of psychiatric patients.

## Personal Information Banks

Contain information on psychiatric patients held on Lieutenant Governor's warrants.

### Lieutenant Governor's Board of Review Hearings

**Location:** Lieutenant Governor's Board of Review, 24th Floor, 700 Bay Street, Toronto. **Legal Authority:** Criminal Code of Canada s.547. **Types of Information Maintained:** Name, address, medical diagnosis, rationale for warrant. **Uses:** Conduct reviews. **Categories of Users:** Board members, staff, patients' counsel. **Categories of Individuals in Bank:** Individuals detained on Lieutenant Governor's warrants. **Policies and Practices – Storage:** Paper. **Retrievability:** Number cross-referenced to name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Lieutenant Governor's Board of Review, 24th Floor, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 936-1391.

## Medical Eligibility Committee – Health Insurance

The committee reviews disputes concerning decisions of the general manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the general manager should order payment for such service. The Professional Services Branch of OHIP provides secretariat services to the committee.

## Personal Information Banks

Contain information on the eligibility for payment by OHIP of disputed services.

### Medical Eligibility Committee Reviews

**Location:** Medical Eligibility Committee, Macdonald-Cartier Building, 49 Place d'Armes, Kingston. **Legal Authority:** Health Insurance Act, R.S.O., 1980, c.1987, s.25. **Types of Information Maintained:** Name, OHIP number, name in which coverage is registered, address, medical information, subject category of decision being disputed, committee decision, type of appeal, financial information, notice of appeal. **Uses:** Enable committee to judge whether or not medical services in a hospital or extended care facility or ambulance services are medically necessary and should be insurable services; provide case information to Health Services Appeal Board; monitor program; provide statistics; respond to ministry inquiries about specific cases. **Categories of Users:** Medical Eligibility Committee members, secretary, Ministry of Health program staff. **Categories of Individuals in Bank:** Insured persons or their physicians requesting referral to the committee. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and subject category. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary, Medical Eligibility Committee, P.O. Box 48, Macdonald-Cartier Building, 49 Place d'Armes, Kingston, Ontario, K7L 5J3, telephone: (613) 548-6555.



## Medical Review Committee – Health Insurance

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes and reviews decisions affecting nursing homes under the Health Facilities and Special Orders Act.

### Personal Information Banks

Contain information on nursing-home licensees involved in hearings before the board.

### Nursing Homes Review Board Hearings

**Location:** Health Boards Secretariat, Room SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Nursing Homes Act, R.S.O. 1980, c.320, s.6. **Types of Information Maintained:** Name, address of licensee, decisions and reasons. **Uses:** Conduct board hearings. **Categories of Users:** Board members, Health Boards Secretariat staff. **Categories of Individuals in Bank:** Licensees appealing orders revoking, refusing or denying renewal of licences including revocations under the Health Facilities Special Orders Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Storage room with restricted access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Registrar, Health Boards Secretariat, SW-1175, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1R3, telephone: (416) 965-7285.

## Optometry Review Committee

The committee makes recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

### Personal Information Banks

None

## Osteopathy Review Committee

Responsible for recommendations to the general manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

### Personal Information Banks

None

## Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

### Personal Information Banks

Contain information on physicians and dentists on contract with the ministry.

### Physicians' and Dentists' Contracts

**Location:** Human Resources and Personnel Development Branch, 11th Floor, Hepburn Block, 80 Grosvenor Street, Toronto. **Legal Authority:** Order in Council 1654/79. **Types of Information Maintained:** Name, contract category, work location, contract period and salary. **Uses:** Compile statistics; renew contracts. **Categories of Users:** Committee secretary and members, Professional Services Management Committee. **Categories of Individuals in Bank:** Physicians, psychiatrists and dentists employed by the ministry under contract by the Professional Services Management Committee. **Policies and Practices – Storage:** Cards. **Retrievability:** Name, contract category and work location. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources and Personnel Development Branch, 11th Floor, Hepburn Block, 80 Grosvenor Street, Toronto, Ontario, M7A 1S5, telephone: (416) 965-5077.

## Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

### Personal Information Banks

Contain information on hearings and reviews concerning patients of psychiatric facilities.

### Review Board Hearings – Psychiatric Patients

**Location:** Local boards in Brockville, Hamilton, Guelph, Kingston, London, North Bay, Ottawa, Penetanguishene, Sudbury, Thunder Bay, Toronto (east and west). Contact the Registrar, Health Boards Secretariat for addresses. **Legal Authority:** Mental Health Act, R.S.O. 1980, c.262, as amended, s.1c, s.1d(1), s.29a(4) and (14), s.30, s.31, s.35a(1), s.35b(1), and s.43. **Types of Information Maintained:** Name, clinical and legal information, decision of board. **Uses:** Record board hearings and reviews; preparation for appeals. **Categories of Users:** Board members, administrative staff and appellate courts. **Categories of Individuals in Bank:** Psychiatric patients. **Policies and Practices – Storage:** Paper, transcript tapes. **Retrievability:** Patient's name, facility, name of review board. **Access Controls:** Locked cabinets with restricted access. **Retention and Disposal:** Not determined. **Official Responsible:** Chairmen of the boards listed above. Contact the Registrar, Health Boards Secretariat, telephone: (416) 965-7285, for addresses.

# Access

Freedom of Information and Privacy Coordinator  
Ministry of Health  
10th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario  
M7A 1R3  
Telephone: (416) 965-3550



A public reading room for the review of manuals and other information is open during regular office hours on the first floor at 15 Overlea Boulevard, Toronto.

# Ministry of Housing

## Head

Minister of Housing  
10th Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7111

## Mandate

The Ministry of Housing is responsible for developing strategies to meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, it provides rent-gated-to-income housing for low- and moderate-income households. The ministry also promotes residential construction and renovation in the private sector; assumes responsibility for the administration of rent-review legislation and the rent registry; and ensures safe and efficient building in Ontario.

## Organization

The ministry is organized into four wings – Social Housing, Housing Policy, Buildings Program, and Corporate Resources. There is also the Housing Advocacy Task Force.

## Divisions

### Corporate Resources Management Wing

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include corporate policy and planning, operations review and audit, legal services, supply and office services, information technology, corporate and agency services, human resources services, financial services and employment equity services.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions  
Library Users List  
Litigation Files  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Contain information relating to the administration and awarding of tenders, purchase requisitions, and membership of affiliated boards, agencies and commissions.

### Agencies, Boards and Commissions – Administration Reports

**Location:** Corporate and Agency Services, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.11 and s.4(4); Ontario Housing Corporation Act, R.S.O. 1980, c.339; Residential Rent Regulation Act, S.O. 1986, c.63, s.14.

**Types of Information Maintained:** Record of per-diem and travel-expense compensation, name, address. **Uses:** Administration of board, agency or commission membership.

**Categories of Users:** Finance, human resources, legal, other staff, as required. **Categories of Individuals in Bank:** Members of the ministry's boards, agencies and commissions. **Policies and Practices – Storage:** Computer, paper.

**Retrievability:** Board, agency, or commission name and surname of individual member. **Access Controls:** Locked cabinets restricted to staff of Corporate and Agency Services. **Retention and Disposal:** Not determined. **Official Responsible:** Corporate Secretary, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6521.

### Housing Authority Employees – Reports

**Location:** Human Resources and Financial Services Branch, 3rd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, insurance, pension, salary and classification information. **Uses:** Centralize information of the 58 housing authorities; facilitate the ministry's role as agent for these authorities. **Categories of Users:** Ontario Housing Corporation management, human resource and finance staff. **Categories of Individuals in Bank:** Employees of local housing authorities. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Report (i.e., fringe benefit, insurance, position inventory), surname, housing authority. **Access Controls:** Locked cabinets, computerized information secured by the Royal Bank. **Retention and Disposal:** For duration of individual's employment, then destroyed. **Official Responsible:** Coordinator, Payroll Control, 3rd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6603.

### Ontario Housing Corporation (OHC) Debarred Companies List

**Location:** Corporate and Agency Services, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339, s.4. **Types of Information Maintained:** Individuals/company's name,

correspondence regarding debarment. **Uses:** Communicate board decisions to affected companies/individuals. **Categories of Users:** Staff of Corporate and Agency Services, Management Services, and OHC board of directors. **Categories of Individuals in Bank:** Debarred companies/individuals. **Policies and Practices – Storage:** Paper. **Retrievability:** Company's/individual's name. **Access Controls:** Locked cabinets restricted to staff of Corporate and Agency Services. **Retention and Disposal:** For period of debarment, then destroyed. **Official Responsible:** Corporate Secretary, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6521.

## Social Housing Wing

In cooperation with other ministries and levels of government, the private sector, and non-profit and cooperative housing groups, the Social Housing Wing responds to the need for socially assisted housing in Ontario and ensures that low- and modest-income households have access to affordable housing. It develops policies and programs covering all aspects of this market (e.g., policy, funding and operational policy for non-profit programs, the public housing stock of the Ontario Housing Corporation, and homelessness initiatives). The field organization of the Social Housing Wing delivers a broad range of ministry-assisted and private market programs.

## Personal Information Banks

Contain information on applicants for the Social Housing Wing's assisted housing programs.

### Convert-to-Rent Program – Applicants

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address and financial information, staff assessments, site meeting reports and construction reports. **Uses:** Determine eligibility for interest-free construction loans. **Categories of Users:** Program staff and ministry auditors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, municipality and application number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

### Federal-Provincial Non-Profit Housing Program

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4. **Types of Information Maintained:** Name, address, financial information, staff assessments. **Uses:** Determine eligibility for financial assistance. **Categories of Users:** Canada Mortgage and Housing Corporation, RHPO

staff, ministry auditors. **Categories of Individuals in Bank:** Applicants (non-profit groups). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Project/group name, municipality. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

### Federal-Provincial Rural Housing Program (Ownership)

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2 and s.7. **Types of Information Maintained:** Name, address, financial information, staff assessments. **Uses:** Determine eligibility for funding. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Applicants (homeowners). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

### Federal-Provincial Senior Citizen Rural Housing Program

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2; Ontario Housing Corporation Act, R.S.O. 1980, c.339, s.6. **Types of Information Maintained:** Name, reports to Ontario Housing Corporation Board, Canada Mortgage and Housing Corporation-signed Designation Agreements, certificates of final costs, construction starts, completion dates. **Uses:** Determine eligibility for funding. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, municipality. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

### Low-Rise Rehabilitation Program

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2. **Types of Information Maintained:** Name, address, staff assessments. **Uses:** Determine eligibility for funding. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Applicants (homeowners). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, municipality. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.



## Ontario Home Renewal Program (OHRP)

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2. **Types of Information Maintained:** Name, municipality details, staff assessments. **Uses:** Determine eligibility for funding. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Applicants (homeowners) or municipalities. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Applicant's/municipality name, applicant's address. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

## Ontario Home Renewal Program for Disabled Persons (OHRP-D)

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.3. **Types of Information Maintained:** Name, address, staff assessments, financial data. **Uses:** Determine eligibility for funding. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Applicants (homeowners). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

## Rent Supplement Program

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209, s.2. **Types of Information Maintained:** Name, address of landlord, agreement, authorization to lease. **Uses:** Determine suitability of units offered by landlords. **Categories of Users:** RHPO staff, ministry auditors. **Categories of Individuals in Bank:** Landlord/applicant. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

## Vacate-Create Rental Unit Program

**Location:** Regional Housing Program Offices (RHPO). Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Housing Development Act, R.S.O. 1980, c.209; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address. **Uses:** Determine eligibility of applicant. **Categories of Users:** RHPO staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address.

**Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Managers, Regional Housing Programs Offices. Refer to the Government of Ontario Telephone Directory for addresses.

## Housing Policy Wing

Develops policy, strategic recommendations and programs to encourage and facilitate the supply of affordable and adequate rental and ownership housing in Ontario, including new construction, rehabilitation and more efficient utilization of the existing housing stock. The wing also implements the Residential Rent Regulation Act by resolving applications for rent review and related matters filed by landlords and tenants, advising the public on all residential tenancy matters, developing policy on rent review issues, administering the residential rent registry, and reviewing and recommending appropriate action concerning applications for exemptions under the Rental Housing Protection Act.

## Personal Information Banks

Contain information required to administer and determine eligibility for programs offered by the ministry. Also contain information concerning Ontario's Rent Registry and rent review applications under the Residential Rent Regulation Act, 1986. For rent review applications prior to December 31, 1986, and on personal information banks for the Residential Tenancy Commission, see Residential Tenancy Commission listed under Affiliated Agencies.

## Add-a-Unit Pilot Program – Applicants

**Location:** Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19. **Types of Information Maintained:** Name, address, assessment of eligibility, financial information and applicant contract. **Uses:** Evaluate eligibility; administer the program; evaluate program for research purposes. **Categories of Users:** Housing Supply Policy Branch administrative staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and geographic location. **Access Controls:** Locked cabinets restricted to Housing Conservation Unit staff. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6520.

## Applications for Rent Review

**Location:** 21 local Rent Review Services Offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Applications by landlords and tenants for rent review, lists of tenants' names, rents charged and proposed on landlords' application for whole building review, financial and other documentation and submissions in support of applications, documentation from other sources as part of assessment process on application, notes of oral submissions made by parties on the applications, orders made as a result of the application. **Uses:** Determine entitlement to order sought on

application. **Categories of Users:** Local and main office staff, parties to applications, names and addresses of parties only to staff of the Residential Rental Standards Board. **Categories of Individuals in Bank:** Landlords, tenants, agents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Building address, landlord's/tenant's name, application or file number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Director, Rent Review Services Branch, 777 Bay Street, 4th Floor, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7305.

#### **Portable Living Units for Seniors (PLUS) or "Granny Flats" Demonstration Project**

**Location:** Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal Affairs and Housing Act, S.O. 1981, c.19; Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address, lot information, health and marital status, rent paid for unit. **Uses:** Administer the demonstration project; formulate, implement, and evaluate program and policies. **Categories of Users:** Housing Supply Policy Branch administrative staff, project specialists, legal staff and corporate accounting staff. **Categories of Individuals in Bank:** Project participants, PLUS occupants and host families. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of participants and general file name. **Access Controls:** Filing cabinets with secured access, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Housing Conservation Unit, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6520.

#### **Rent Registry**

**Location:** 777 Bay Street, Toronto. 21 local Rent Review Services Offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Rents, related details for residential rental units in Ontario. **Uses:** Provide rent information for residential units; enforce legislation; determine applications under the act; ministry mailing lists; compile statistical studies of rents and the rental housing market. **Categories of Users:** Rent Registrar's staff. **Categories of Individuals in Bank:** Landlords, tenants, agents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Building address, property assessment roll number, landlord's name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Rent Registrar, 19-415 Yonge Street, Toronto, Ontario, M5B 2E7, telephone: (416) 963-3624.

### ***Buildings Program Wing***

This wing is comprised of the Building Industry Secretariat and the Ontario Buildings Branch. The Building Secretariat administers the Building Industry Strategy, a comprehensive program designed to strengthen all facets of the Ontario building industry. The strategy is intended to streamline regulations, expand market opportunities, improve productivity, increase cooperation and awareness, and examine the

feasibility of establishing a permanent, world-class building centre. The Ontario Buildings Branch is responsible for research, policy development and education programs related to building regulations and inspections, and administration of building regulations. It also provides advice and support services to municipal inspectors and users of the building and plumbing codes.

#### **Personal Information Banks**

None

### ***Housing Advocacy Task Force***

The Housing Advocacy Task Force has two distinct functions: to implement the Housing First Policy regarding the use of surplus government lands; and, through housing partnerships and coalitions, to foster and optimise the ministry's relationships with municipalities, non-profit organizations, and the private sector. The Task Force will also be working jointly with the ministry's social housing program wing to strengthen the management and organizational abilities of the non-profit and cooperative housing sector to ensure its capacity to take on increased housing production responsibilities.

#### **Personal Information Banks**

None

### ***Affiliated Agencies***

#### ***Building Code Commission Building Materials Evaluation Commission***

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the building code. The Buildings Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

#### **Personal Information Banks**

None

### ***Building Industry Strategy Board***

The Building Industry Strategy Board implements the Building Industry Strategy. The goals of the strategy are to revitalize all sectors of Ontario's building industry by establishing new markets, improving productivity, increasing cooperation and awareness, streamlining regulations, and examining the feasibility of establishing a permanent, world-class building industry centre. The strategy is administered by the Building Industry Secretariat.

## Personal Information Banks

None

### *Ontario Housing Corporation (and Local Housing Authorities)*

The Ontario Housing Corporation provides and manages, through the local housing authorities, rent-geared-to-income on the basis of need for households with and without children and senior citizens.

## Personal Information Banks

Contain information relating to applications and eligibility for assisted housing. Also contain information relating to the retention and appraisal of consultants hired by the corporation.

### **Consultants Hired by Ontario Housing Corporation – Records**

**Location:** Regional Housing Programs Office, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Name, address, business details of professional consultants, contract terms and conditions. **Uses:** Record retention of consultants; record payments made; assist in performance appraisal. **Categories of Users:** Ministry financial, administrative and technical staff. **Categories of Individuals in Bank:** Consultants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Manager, Regional Housing Programs Office, Ministry of Housing, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6400.

## Housing Authority Tenants and Applicants

**Location:** Finance Branch, 3rd Floor, 777 Bay Street, Toronto. **Legal Authority:** Ontario Housing Corporation Act, R.S.O. 1980, c.339. **Types of Information Maintained:** Tenant/applicant's name, Social Insurance Number, date of birth, family composition, household income. **Uses:** Determine eligibility of and priority of need among applicants; determine rent calculation. **Categories of Users:** Housing Authority staff, ministry finance and field operations staff. **Categories of Individuals in Bank:** Tenants and applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Housing authority, name. **Access Controls:** Restricted to housing authority staff, computer password. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Executive Director, Housing Field Operations, Ontario Housing Corporation, 2nd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6400.

### *Rent Review Hearings Board*

The Rent Review Hearings Board is a quasi-judicial body reporting to the minister. The board hears appeals from

landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

## Personal Information Banks

Contain information on appeals of rent review decisions and on expenses incurred by members of the Rent Review Hearings Board.

### **Appeals From Decisions Made by Rent Review Services**

**Location:** Rent Review Hearings Board, 77 Bloor Street West, Toronto. Also regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Landlords/tenant's name, appeals from decisions made on applications, appeals from decisions made subsequent to a minister's motion, appeals from Residential Rental Standards Board orders, names and addresses of past and present landlords and tenants, supporting financial information. **Uses:** Determine lawful rent that may be charged, maximum rent, rent rebates, suspension/forfeiture of rents and matters related to rent review. **Categories of Users:** Board members, staff, parties to appeals. **Categories of Individuals in Bank:** Landlords and tenants affected by or appealing rent review orders or Residential Rental Standards Board orders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, appeal number. **Access Controls:** Locked cabinets, controlled access to computers. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Chairman, Head Office, Rent Review Hearings Board, 77 Bloor Street West, Toronto, Ontario, M5S 1M2, telephone: (416) 963-1914. Also Regional Managers, Rent Review Hearings Board regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

### *Residential Rental Standards Board*

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board will report to the minister and this may result in a rent penalty.

## Personal Information Banks

Contain information submitted respecting maintenance complaints and proposed orders for repair of rental housing. Also contain information relating to the retention and appraisal of consultants hired by the board.

### **Consultants Hired by the Residential Rental Standards Board – Records**

**Location:** Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Name, address, business details, contract terms and conditions. **Uses:** Record retention of consultants; record payments made; assist in performance



appraisal. **Categories of Users:** Ministry financial, administrative and technical staff. **Categories of Individuals in Bank:** Property standards inspectors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7405, toll-free: 1-800-387-4451.

#### **Submission From Landlords and Tenants Respecting Proposed Orders**

**Location:** Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Documents relating to the advisability of imposing a maintenance order on rental housing, name, address, financial information. **Uses:** Determine whether or not to order repair work. **Categories of Users:** Board members and staff. **Categories of Individuals in Bank:** Individuals corresponding with inspectors/board/staff. **Policies and Practices – Storage:** Paper. **Retrievability:** File number, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7405, toll-free: 1-800-387-4451.

#### **Written Complaints From Tenants Respecting Maintenance**

**Location:** Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Name, address, telephone number, complaint documentation. **Uses:** Determine if property inspections are required. **Categories of Users:** Board members, staff, inspectors. **Categories of Individuals in Bank:** Tenants in residential rental units. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** File number, address. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Residential Rental Standards Board, 4th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7405, toll-free: 1-800-387-4451.

### **Residential Tenancy Commission**

The Residential Tenancy Commission administers the Residential Tenancies Act which has been repealed. However, the commission will continue to hear proceedings commenced under that act prior to December 31, 1986, as well as deal with appeals made to higher courts for decision and returned to the commission for further action as instructed by the courts.

#### **Personal Information Banks**

Contain information relating to the administration of the commission, correspondence, legal evidence, investigation files and appeals documentation.

#### **Landlords' Applications for Rent Review**

**Location:** Local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Landlords' applications for rent review (rent increases), supporting financial information, names and addresses. **Uses:** Determine lawful rent that may be charged. **Categories of Users:** Commission members, staff, applicants, affected parties. **Categories of Individuals in Bank:** Applicants for rent increases. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Managers, local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Mediation and Appeal Files Regarding Applications for Rent Reductions and Rebates**

**Location:** Local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Documents relating to tenant applications or appeals for rent reductions or rent rebates, names, addresses and financial information. **Uses:** Assist in mediation of applications for rent reductions or rebates. **Categories of Users:** Commission staff and the parties involved. **Categories of Individuals in Bank:** Applicants for rent reductions or rebates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Managers, local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Residential Tenancy Commission Expense Claims**

**Location:** Chief Administrative Officer's Office, 3rd Floor, 777 Bay Street, Toronto. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Expenses incurred by commissioners and staff while on commission business. **Uses:** Record and reimburse commissioners and staff. **Categories of Users:** Administrative staff. **Categories of Individuals in Bank:** Commission members and staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Administrative Assistant to Chief Administrative Officer, 3rd Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-4022.

#### **Tenants' Applications for Rent Reductions or Rent Rebates**

**Location:** Local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Residential Rent Regulation Act, S.O. 1986, c.63. **Types of Information Maintained:** Applications for rent reductions or rent rebates, supporting financial data, names and addresses. **Uses:** Determine the lawful rent that may be charged; determine whether or not



tenant is entitled to a rent rebate or reduction. **Categories of Users:** Commission members and staff, applicants, affected landlords. **Categories of Individuals in Bank:** Applicants for rent reductions or rebates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then transferred to archives. **Official Responsible:** Managers, local offices of Rent Review Services. Refer to the Government of Ontario Telephone Directory for addresses.

## Access

Coordinator  
Freedom of Information and Privacy  
Corporate and Agency Services  
2nd Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7663



A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

# Humber College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Humber College of Applied Arts and Technology  
205 Humber College Boulevard  
Etobicoke, Ontario  
M9W 5L7  
Telephone: (416) 675-3111

## Mandate

Humber College offers a wide range of diploma, certificate and continuing education programs to provide students with the skills needed in business, technology, health sciences, human services, applied arts, hospitality, tourism and other areas. The college specifically serves the communities of Etobicoke and York as well as meeting the diverse educational needs of other communities in Ontario.

## Organization

Humber College is governed by a Board of Governors and is comprised of five major divisions: Board of Governors, Office of the President, Academic, Administrative, and Educational and Faculty Services. The administrative offices are on the main campus located at 205 Humber College Boulevard in Etobicoke, with eight campuses at other locations in Etobicoke and York.

## Divisions

### *Board of Governors*

The Board of Governors sets policy and corporate objectives for the college and provides direction for the interpretation of objectives and policies.

### **Personal Information Banks**

None

### *Office of the President*

Reporting to the Board of Governors, the President is responsible for overall policy development, strategic direction and administration of the college. The Academic, Administrative, and Educational and Faculty Services Divisions report to the President.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

## *Academic*

This division provides full- and part-time diploma, certificate and continuing education programs. The following departments report to the Vice-President, Academic: Technology, Health Sciences, Business, Hospitality and Tourism, and Applied and Creative Arts. The division also administers government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants  
FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Teacher Workload Records (Standard Workload Form)

## *Administrative*

This division is responsible for the effective management and delivery of support services for the administration of the college. The following departments report to the Vice-President, Administration: Personnel, Finance, Student Residence, Physical Resources, Registrar, Legal Services, Campus Bookstore, Food Services, Security and Safety.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Graduate and Alumni Records  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Student Applications  
Student Registration and Academic History  
Vocational Testing and Counselling  
Workers' Compensation

## *Educational and Faculty Services*

This division provides a variety of support services to faculty and students. The following departments report directly to the Vice-President, Educational and Faculty Services: Counselling, Placement, Student Life, Learning Resource Centre, Human Studies and Professional Development.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Health and Medical Records  
Library Users  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Athletics and Fitness Programs  
Student Counselling

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## Access

Freedom of Information and Privacy Coordinator  
Humber College of Applied Arts and Technology  
205 Humber College Boulevard  
Etobicoke, Ontario  
M9W 5L7  
Telephone: (416) 675-3111, ext. 4520

A public reading room for the review of manuals and other information is open during regular office hours in the library at the North Campus, Room E202, Humber College Boulevard, Etobicoke.

# Ministry of Industry, Trade and Technology

## Head

Minister of Industry, Trade and Technology  
8th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-1617

## Mandate

The ministry encourages the growth and international competitiveness of domestic businesses; promotes and assists the formation of small businesses and the development of service-sector enterprises; promotes domestic and foreign investment in Ontario; draws companies into exporting; supports and develops trade; and encourages the introduction and application of new technology.

## Organization

The ministry is organized into five divisions, 19 branches/secretariats and a number of affiliated agencies. The general public and the business sector are served through 14 domestic and 14 international offices and the Jiangsu China Ontario Canada Science and Technology Centre.

## Divisions

### *Communications Branch*

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, the business community, and investors and buyers.

### **Personal Information Banks**

None

### *Legal Services Branch*

The branch provides general legal and counsel services to the ministry and its agencies.

### **Personal Information Banks**

None

### *Premier's Council Secretariat*

The Premier's Council Secretariat supports the activities of the Premier's Council whose mandate is to develop and

recommend long-term economic strategies for industrial and technological development in Ontario and to coordinate the operation of the government's Technology Fund.

### **Personal Information Banks**

None

### *Premier's Council Technology Fund Secretariat*

The Technology Fund offers financial assistance to Ontario corporations, research organizations, post-secondary institutions and government ministries for the stimulation of joint ventures in research, development, and technology applications in areas of strategic importance that will enhance the long-term competitiveness of Ontario industry.

### **Personal Information Banks**

None

### *Employment Equity Program*

Plans, develops, and coordinates the Employment Equity Program within the ministry.

### **Personal Information Banks**

Contain the following common personal information bank as described in Chapter II of this directory.

Employment Equity Program

### *Administration Division*

The division provides ministry management and operational planning and review services, budgeting and financial systems, personnel services, systems development, management and audit services to the operating programs of the ministry and to some of its agencies. Certain administrative services are also provided to the operating programs and to some agencies of the Ministry of Tourism and Recreation.

### **Personal Information Banks**

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions



Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information on ministry foreign service staff.

### Foreign Service Officers

**Location:** International Offices Administration, Hearst Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, Ontario address, posting home address, position classification, salary, marital status, dependants and their living allowances/expenses, bank accounts, Social Insurance Number. **Uses:** Record the expenses of Foreign Service Officers and their dependants. **Categories of Users:** Foreign Service Administration Officer, Accounting staff and Personnel officers. **Categories of Individuals in Bank:** Foreign service and administrative staff employed by the ministry and their dependants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after posting completed, then destroyed. **Official Responsible:** Director, Finance and Systems, Hearst Block, 900 Bay Street, Toronto, Ontario, M7A 2E1, telephone: (416) 965-4303.

## Industry and Trade Expansion Division

The division encourages the growth of productive employment and investment by expanding domestic and international trade, promoting investment opportunities and strengthening the province's international competitiveness by providing a wide range of consulting and information services to business and institutions.

### Personal Information Banks

Contain information on immigrant entrepreneurs who have requested information or assistance from the Immigrant Entrepreneur Program.

#### Immigrant Entrepreneurs

**Location:** Immigrant Entrepreneur Section, Hearst Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, address, country of residence, age, language, qualifications, family data, business experience, income, last overseas address, date of landing in Canada, place and name of establishment created in Ontario. **Uses:** Record immigrants who are seeking to come or who have come to Ontario and immigrants whose entry to join an Ontario company is being or has been facilitated; record general enquiries to the Immigrant Entrepreneur Program. **Categories of Users:** Ministry consultants and administrative staff. **Categories of Individuals in Bank:** Immigrants who are clients of the Immigrant Entrepreneur Section. **Policies and Practices – Storage:** Paper. **Retrievability:** Case number, name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 15 months to eight years, then destroyed; select files transferred to archives. **Official Responsible:** Man-

ager, Immigrant Entrepreneur Section, Hearst Block, 900 Bay Street, Toronto, Ontario, M7A 2E1, telephone: (416) 965-5331.

## Small Business, Services and Capital Projects Division

The division stimulates employment and income opportunities through the effective development of Ontario's manufacturing and service-sector businesses, acting as an advocate for small business and services within government and providing advice and counsel in the development of and assistance for large-scale capital projects within the province.

### Personal Information Banks

Contain information on Ontario entrepreneurs who are clients of the Small Business Advice and Counsel Section in order to assist in the delivery of the Small Business Program.

#### Small Business Client-Registration System

**Location:** Small Business Advice and Counsel Section, Hearst Block, 900 Bay Street, Toronto. **Legal Authority:** Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Types of Information Maintained:** Name, business name, business and home address, sex, age group, business type and status, number of employees, investment, business registration, sales/cost saving. **Uses:** Provide a database of statistical information on entrepreneurs in order to study small business development trends in Ontario. **Categories of Users:** Branch consultants. **Categories of Individuals in Bank:** Entrepreneurs who are clients of the branch. **Policies and Practices – Storage:** Computer. **Retrievability:** Name. **Access Controls:** Computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Small Business Advice and Counsel Section, Hearst Block, 900 Bay Street, Toronto, Ontario, M7A 2E1, telephone: (416) 965-5494.

## Policy and Technology Division

The division is responsible for the planning and coordination of industrial, trade and technology policies for Ontario. It develops policies and programs to improve the growth and competitiveness of Ontario industries and foster regional industrial development and community economic adjustment. The division coordinates the administrative and financial requirements of the Technology Centres and Innovation Centres.

### Personal Information Banks

None

## Northern Industry Division

The division acts as an advocate of industry in northern Ontario to boost economic activity in the region. It introduces and implements new initiatives designed to expand opportunities for employment and investment and coordi-

nates programs with other ministries in the Ontario and federal governments.

**Personal Information Banks**

None

**Affiliated Agencies**

*Innovation Ontario Corporation*

Innovation Ontario Corporation offers financial and other assistance for new technology projects that have commercial potential but are not yet sufficiently developed to attract the established venture-capital investor.

**Personal Information Banks**

None

*Ontario Development Corporation  
Eastern Ontario Development Corporation  
Northern Ontario Development Corporation*

The three development corporations assist in and encourage the development and diversification of Ontario industry and tourism by providing financial assistance, sites, facilities and services in two industrial parks, and technical, business and financial information and advice.

**Personal Information Banks**

Contain information on successful applicants to the New Ventures Program.

**New Ventures Loans – Borrowers Registration System**

**Location:** Ontario Development Corporation, New Ventures Program, 56 Wellesley Street West, Toronto. **Legal Authority:** The Development Corporations Act, S.O. R.1980, c.117, s.11 and s.12. **Types of Information Maintained:** Social Insurance Number, name, address, home telephone number, sex, date of birth, province of residence, citizenship status, education, business experience, most recent employer, gross annual income, personal finance and creditors. **Uses:** Provide a database of borrowers registered in the New Ventures Loan Program; ensure that borrowers receive one loan only. **Categories of Users:** Section consultants, ministry legal staff. **Categories of Individuals in Bank:** Successful applicants who are Ontario residents aged 18 or over and eligible to work in Canada. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Approved loans – 12 years after approval, then destroyed; applications not approved – two years after decision, then destroyed. **Official Responsible:** Manager, New Ventures

Program, Ontario Development Corporation, 56 Wellesley Street West, Toronto, Ontario, M7A 2E7, telephone: (416) 965-1579.

*Ontario International Corporation (OIC)*

The OIC markets Ontario's public- and private-sector expertise internationally in major capital development projects; helps coordinate consulting, technical and educational training packages with appropriate Ontario businesses by acting as a government-to-government contact in foreign markets; and promotes and supports the marketing of Ontario government expertise and systems internationally.

**Personal Information Banks**

None

**Access**

Freedom of Information and Privacy Coordinator  
Ministry of Industry, Trade and Technology  
Information Centre  
3rd Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-3365



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

# Ministry of Intergovernmental Affairs

## Head

Minister of Intergovernmental Affairs  
6th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-1020

## Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and with foreign governments and their representatives in Ontario. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major intergovernmental issues; provides the government with a wide range of information on intergovernmental events, and activities in and beyond Canada; provides a number of services to other ministries including assisting them in the conduct of their relations with other governments; and undertakes a number of specific activities, such as arranging Royal and other major visits.

## Organization

The ministry consists of five units: Federal-Provincial Relations; Communications; International Relations; Office of Protocol; and Planning and Management Group. The ministry has staff in Ottawa, Quebec City, Paris, Tokyo and Frankfurt. The Ministry of Treasury and Economics provides some administrative services including personnel, accounting and purchasing services.

## Divisions

### *Federal-Provincial Relations Branch*

Provides advice to the government on broad corporate policy and procedures covering all aspects of Ontario's relations with the federal government and with other provinces and territories, as well as advice on specific issues and activities with a significant federal-provincial and interprovincial component. In addition, the branch coordinates Ontario's participation in major federal-provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premiers' Conference; advises ministries on their relations with other governments within Canada; and manages Ontario's offices in Ottawa and Quebec City.

### Personal Information Banks

None

### *Communications Branch*

Coordinates media services, communications planning and services for ministry and major government-wide events such as Royal visits.

### Personal Information Banks

None

### *International Relations Branch*

Provides information and advice to the Government of Ontario on international events that may have an impact on the province, and identifies and advances Ontario's interests in the context of relations with federal departments responsible for international affairs, foreign countries and their diplomatic representatives in Canada and consular representatives in Ontario, and subnational foreign jurisdictions and international organizations. The branch also manages Ontario's International Disaster Relief Program including the International Disaster Relief Fund and provides overall direction to Ontario's twinning arrangement with the province of Jiangsu, China.

### Personal Information Banks

None

### *Office of Protocol*

Provides operational, management and advisory services in organizing visits of dignitaries, public events, government conferences and hospitality functions. Handles arrangements for all official visits to Ontario; administers the Government Hospitality Fund; and maintains liaison with diplomatic and consular representatives in Ontario. The Ontario Honours and Awards Secretariat is part of this branch.

### Personal Information Banks

Contain information on the Consular and Diplomatic Corps in Ontario, and on nominees for Ontario honours and awards.

### Nominees for Ontario Honours and Awards

**Location:** Honours and Awards Secretariat, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Order in Council 3282/86. **Types of Information Maintained:** Name, address, history of nominee's community service or achievement. **Uses:** Determine eligibility and merit for award of an Ontario medal or order. **Categories of Users:** Advisory Council members. **Categories of Individuals in Bank:** Ontario residents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted cabinets and room. **Retention and Disposal:** All

files retained since the inception of awards (1973). **Official Responsible:** Chief of Protocol, Ministry of Intergovernmental Affairs, 5th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1C1, telephone: (416) 965-1215.

## *Planning and Management Group*

Coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human-resource policies, and information technology. Responsible for strategic planning in the ministry and for providing guidance on the impact and implementation of government-wide management policies and programs.

## **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

### **Employment Equity Program**

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of the Ministry of Intergovernmental Affairs.

- Central Attendance Recording System (CARS)
- Employment Application Inventory
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits Systems (IPPEBS)
- Job Competitions
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

## **Affiliated Agencies**

### **Personal Information Banks**

All personal information banks used by the following agencies are maintained by the ministry.

### *Province of Ontario Medal for Firefighters' Bravery Advisory Council*

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery.

### *Province of Ontario Medal for Good Citizenship Advisory Council*

Selects recipients annually for the Ontario Medal for Good Citizenship.

### *Province of Ontario Medal for Police Bravery Advisory Council*

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

### *Province of Ontario Medal for the Order of Ontario Advisory Council*

Recommends recipients annually for the Order of Ontario.

## **Access**

Freedom of Information and Privacy Officer  
Communications Branch  
Ministry of Intergovernmental Affairs  
6th Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario  
M7A 1C2  
Telephone: (416) 965-4706



A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.



# Ministry of Labour

## Head

Minister of Labour  
14th Floor, 400 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-4101

## Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe working conditions and equality of treatment in employment. Its programs are concerned with the rights and responsibilities of the individual worker and the obligations of management and labour, and ensuring health and safety in the work place. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Appeals Tribunal, the Ontario Labour Relations Board, the Quality of Working Life Centre, the Advisory Council on Occupational Health and Occupational Safety, and the Pay Equity Commission.

## Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, including six programs that report directly to the deputy minister and 10 agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

## Divisions

### *Deputy Minister's Office*

Reporting to the Deputy Minister's Office is the Legal Branch which provides legal services, to the ministry and conducts ministry prosecutions for the Crown. Also reporting to the Deputy Minister's Office is the Communications Branch. Other programs reporting to the Deputy Minister's Office are the Office of the Science Policy Adviser which provides advice to the deputy minister on existing and emerging issues in occupational and environmental health and safety; the Office of the Coordinator of Language Services which coordinates the implementation of the French Language Services Act within the ministry, ensuring effective delivery of French-language services to the public; and the Office of the Director of Appeals which hears appeals under section 32 of the Occupational Health and Safety Act.

### Personal Information Banks

Contain information on investigations into the conduct or performance of ministry employees and on prosecutions under the Occupational Health and Safety Act and the Employment Standards Act.

### Employee Investigations

**Location:** Legal Services, 400 University Avenue, 25th Floor, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, details of occurrence, disposition. **Uses:** Investigate personnel legal issues. **Categories of Users:** Lawyers assigned to ministry, senior ministry officials. **Categories of Individuals in Bank:** Ministry of Labour employees subject to investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed; select files to archives. **Official Responsible:** Office Manager, Legal Services, 400 University Avenue, 25th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6625.

### Prosecutions

**Location:** Legal Services, 400 University Avenue, 25th Floor, Toronto. Line branches maintain duplicate files. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.37; Employment Standards Act, R.S.O. 1980, c.137, as amended, s.59 and s.60. **Types of Information Maintained:** Name, age, address, employment history, medical information, witness' statement including name, address, telephone number, comments about employee performance. **Uses:** Evidence in prosecutions. **Categories of Users:** Prosecutor, legal service administrative staff, line branch staff. **Categories of Individuals in Bank:** Employees, employers and witnesses involved in prosecution. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of individual or company being charged. **Access Controls:** Locked room. **Retention and Disposal:** 11 years, then destroyed. **Official Responsible:** Office Manager, Legal Services, 400 University Avenue, 25th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6625.

### *Quality of Working Life Centre*

The Quality of Working Life (QWL) Centre is responsible to the Minister's Office. Its purpose is to promote and support the enhancement of the quality of working life of the people of Ontario through the initiation, implementation and monitoring of QWL projects in joint union-management settings, the education and training of individuals and organizations in quality of working life approaches, and the dissemination of written material. The Quality of Working Life Centre ceased to operate as of August 31, 1988.

### Personal Information Banks

Contain information relating to auxiliary resource personnel who might be retained for quality of working life program purposes.

### Consultants and Resource Persons – Quality of Working Life Centre

**Location:** Quality of Working Life (QWL) Centre, 400 University Avenue, 15th Floor, Toronto. **Legal Authority:** Cabinet Minute 9-20/78. Submitted voluntarily by individuals in bank for use described below. **Types of Information Maintained:** Name, address, curriculum vitae, contract

terms, letters of agreement, statement of expenditures.

**Uses:** Roster of persons for contract positions with QWL Centre. **Categories of Users:** QWL Centre staff.

**Categories of Individuals in Bank:** Consultants, editors, writers applying to the QWL Centre for contract positions.

**Policies and Practices – Storage:** Paper. **Retrievability:**

Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Program Coordinator, Quality of Working Life Centre, 400 University Avenue, 15th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5958.

## Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, internal audit, human resources, information technology and systems, and ministry library and information services) to the ministry's operating branches. Reporting to the Executive Director, the Information and Privacy Office coordinates ministry compliance with the Freedom of Information and Protection of Privacy legislation. Responsibilities of the Office of Management Improvement include organizational design and coordination of Opportunities for Development and Sunset Review initiatives.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain sponsors' evaluations of student's performance in student training programs.

## Performance Evaluations – Student Training Programs

**Location:** Human Resources Branch, 400 University Avenue, 2nd Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(1) i.v., as amended. **Types of Information Maintained:** Name, address, employer, sponsor's evaluation of student's performance. **Uses:** Evaluate program placement and student's performance. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Students accepted into the program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:**

Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Manager, Student Labour Relations Program, Human Resources Branch, 400 University Avenue, 2nd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6121.

## Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through the Office of Mediation, the Office of Arbitration and the Office of Collective Bargaining Information.

## Personal Information Banks

Contain information relating to the selection, training and approval of arbitrators.

## Labour Relations Arbitrators

**Location:** Office of Arbitration, 400 University Avenue, 25th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information**

**Maintained:** Name, resume, assessment of candidate for designation as arbitrator by arbitrators/coaches, record of interview, fees paid. **Uses:** Identify and document qualified candidates for the arbitrator training program; evaluate suitability of candidate for hearing specific cases.

**Categories of Users:** Branch director, administrative staff and minister's advisory committee members. **Categories of Individuals in Bank:** Prospective and approved arbitrators.

**Policies and Practices – Storage:** Paper. **Retrievability:**

Year, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 25th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

## Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives and assessing the effectiveness of existing policies. Oversees the Policy Branch which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Handicapped Employment Program, the Employment Adjustment Branch and, in matters related to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

## Personal Information Banks

Contain information relating to advisory committee members, employment standards referees, injured workers' claims under the Workers' Compensation Act, investigations of employee complaints, counselling of employees affected by permanent layoffs, permits issued to employers to employ homeworkers, and unclaimed wages collected on behalf of employees.

### **Employee Evaluations Counselling Program (plant closure)**

**Location:** Employment Adjustment Branch, 400 University Avenue, 11th Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.40(5); Cabinet Minutes 17-30/81, 19-11/82 and 8-26/83. **Types of Information Maintained:** Name, address, sex, wages, education, employee evaluation. **Uses:** Counsel employees affected by permanent layoffs. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Employees affected by permanent layoffs. **Policies and Practices – Storage:** Paper. **Retrievability:** Company name, then employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Administrative Assistant, Employment Adjustment Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-0853.

### **Employment Standards Act – Employee Complaints**

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.45(1). **Types of Information Maintained:** Name, address, wages, nature of complaint, name of employer, disposition of complaint. **Uses:** Investigate and resolve employee complaints of violations of the Employment Standards Act. **Categories of Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Categories of Individuals in Bank:** Employees claiming their employer is in violation of the Employment Standards Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Company/employer name, then employee name. **Access Controls:** Supervised filing area. **Retention and Disposal:** Normally two years, then destroyed; if held for collection, prosecution or other proceedings, destroyed after 15 years. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

### **Employment Standards Referees**

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, as amended, s.42(1). **Types of Information Maintained:** Name and, in some cases, resume. **Uses:** Select members of the panel of referees. **Categories of Users:** Branch director and administrative staff. **Categories of Individuals in Bank:** Referees and prospective referees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member leaves panel and has no outstanding cases, then destroyed. **Official Responsible:** Director, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-7931.

### **Garment Industry Schedules – Advisory Committee Members Appointments**

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Industrial Standards Act, R.S.O. 1980, c.137, s.18(1). **Types of**

**Information Maintained:** Name, address, business and personal history. **Uses:** Assist in evaluating qualifications for appointment to advisory committee. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Management and labour representatives in garment industry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member replaced, then destroyed. **Official Responsible:** Manager, Management and Information Systems and Program Development, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

### **Office of the Worker Adviser – Client Files**

**Location:** Office of the Worker Adviser, 123 Edward Street, 13th Floor, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, as amended, c.539, s.86. **Types of Information Maintained:** Name, national or ethnic origin, age, sex, family status, education and employment history, medical, psychological, psychiatric evaluations, financial information. **Uses:** Establish and prove client's entitlement to benefits and services pursuant to the Workers' Compensation Act; prepare statistics; evaluate program. **Categories of Users:** Worker advisers and branch administrative staff. **Categories of Individuals in Bank:** Injured workers claiming benefits under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Assistant, Office of the Worker Adviser, 123 Edward Street, 13th Floor, Toronto, Ontario, M5G 1E2, telephone: (416) 965-8570.

### **Permits to Employ Homeworkers**

**Location:** Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.16(1). **Types of Information Maintained:** Name, address, wages, vacation pay. **Uses:** Ensure homeworkers are paid at least minimum wage and vacation pay. **Categories of Users:** Branch administrative staff, employment standards officers, Legal Services staff. **Categories of Individuals in Bank:** Employees employed under permit as homeworkers. **Policies and Practices – Storage:** Paper. **Retrievability:** Company/employer name, then employee name. **Access Controls:** Supervised filing area. **Retention and Disposal:** One year after permit cancelled, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

### **Unclaimed Wages**

**Location:** Legislative Interpretation Section, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.48(2). **Types of Information Maintained:** Name, address and amount being held. **Uses:** Verify employee claims to unpaid wages. **Categories of Users:** Legislative Interpretation Section staff. **Categories of Individuals in Bank:** Employees who have not claimed wages collected from their former employers by Employ-



ment Standards Branch. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until superseded by updated report, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3303.

## Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety; Mining Health and Safety; Construction Health and Safety; Policy and Regulations; Health and Safety Support Services; and Program Administration.

### Personal Information Banks

Contain information used to ensure and enhance the occupational health and safety of workers in Ontario.

#### Chemical Hazard Exposure Surveillance Files

**Location:** Occupational Health Laboratory Service, Health and Safety Support Services Branch, 101 Resources Road, Weston. **Legal Authority:** O. Reg. 536/81. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, if able to bear children (females only), reports on blood cholesterase, lead in urine and blood, employers. **Uses:** Detect levels of lead and other metals in workers; medical surveillance program. **Categories of Users:** Ministry laboratory technicians and medical staff. **Categories of Individuals in Bank:** Industrial workers exposed to substances and requiring medical surveillance. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Company, employee name and Social Insurance Number. **Access Controls:** Computer access code and supervised cabinets. **Retention and Disposal:** Lifetime of company, then destroyed. **Official Responsible:** Chief, Occupational Health Laboratory, Health and Safety Support Services Branch, 101 Resources Road, Weston, Ontario, M9P 3T1, telephone: (416) 235-5958.

#### Compressed-Air Workers in Tunneling Projects – Records

**Location:** Construction Health and Safety Branch, 400 University Avenue, 8th Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, sex, age, previous employment in compressed-air chambers, dates of medical examinations, medical history. **Uses:** Monitor all cases of decompression sickness (bone narcosis); as evidence in any subsequent Workers' Compensation claim. **Categories of Users:** Tunneling manager and administrative staff. **Categories of**

**Individuals in Bank:** Workers employed in tunneling projects. **Policies and Practices – Storage:** Cards. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Coordinator, Support Services, Construction Health and Safety Branch, 400 University Avenue, 8th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-7161.

#### Compressed-Air Workers' Medical Reports

**Location:** Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 691, s.250. **Types of Information Maintained:** Name, Social Insurance Number, physical examination report and clinical evaluation, pre-employment history, physician's name and recommendations, employer. **Uses:** Verify examining physician's recommendations regarding fitness to work in compressed-air chambers. **Categories of Users:** Ministry medical consultants and branch administrative staff. **Categories of Individuals in Bank:** Compressed-air workers in construction projects. **Policies and Practices – Storage:** Paper. **Retrievability:** Employee name and/or Social Insurance Number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Chief, Occupational Health Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3610.

#### Exposure to Potentially Hazardous Processes – Individual Medical Records

**Location:** Health and Safety Support Services Branch, Medical Services Section, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, address, age, sex, medical information, physician's opinion, report from Workers' Compensation Board. **Uses:** Assist in resolving Workers' Compensation claims for occupational diseases by determining involvement with potentially hazardous industrial processes. **Categories of Users:** Ministry medical consultants. **Categories of Individuals in Bank:** Employees exposed to potentially hazardous processes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Company name, then employee name. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** Lifetime of company, plus 40 years, then destroyed. **Official Responsible:** Chief Physician, Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3211.

#### Hazardous or Potentially Hazardous Environmental Conditions – Medical Studies

**Location:** Health Studies Services, Policy and Regulations Branch, 400 University Avenue, 8th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, address, place and date of birth, Social Insurance Number, OHIP number, driver's licence number, sex, personal habits, parents' occupation, environmental factors, work history, residence history, medical information, cause of



death (if applicable). **Uses:** Health surveillance. **Categories of Users:** Ministry medical staff. **Categories of Individuals in Bank:** Individuals suspected at risk from either environmental or occupational factors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Any of above factors, but usually location/plant, then name. **Access Controls:** Locked cabinet, computer access code. **Retention and Disposal:** 40 years after study completed, then transferred to archives. **Official Responsible:** Chief, Health Studies Service, Policy and Regulations Branch, 400 University Avenue, 8th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-6375.

#### **Health Hazard from Exposure to Anaesthetic Gases – Study**

**Location:** Resource Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name, dates of birth of employee and children, sex, marital status, cause of any infertility, birth control method used (female employees only). **Uses:** Determine existence of health hazard resulting from exposure to anaesthetic gases. **Categories of Users:** Branch medical staff. **Categories of Individuals in Bank:** Hospital staff exposed to anaesthetic gases. **Policies and Practices – Storage:** Paper. **Retrievability:** Hospital code, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years after study completed, then destroyed. **Official Responsible:** Toxicologist, Occupational Health Medical Services Section, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3873.

#### **Industrial Employees' Medical Records**

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, occupation, employer, doctor's name and address, medical reports compiled from pulmonary function tracings and chest x-rays. **Uses:** Information source for compensation claims relating to occupational lung diseases, particularly for Workers' Compensation claims; evaluate progress of chest disease. **Categories of Users:** Branch technicians, medical consultants and administrative staff. **Categories of Individuals in Bank:** Industrial employees examined at the Medical Services Chest Clinic. **Policies and Practices – Storage:** Paper, x-ray films, computer. **Retrievability:** Company name, then employee name, assigned x-ray film number. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Liaison Officer, Medical Services Chest Clinic, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto, Ontario, M5S 2V3, telephone: (416) 965-4075.

#### **Interprovincial Lottery and Transfer Payment Fund**

**Location:** Advisory Service on Occupational Health and Safety, 434 University Avenue, 5th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284,

s.6(a). **Types of Information Maintained:** Name, address, sex, age, telephone numbers, Social Insurance Number, nationality, employment history, income, education, transcripts of marks, references, assessments for eligibility. **Uses:** Determine eligibility and availability for grant. **Categories of Users:** Senior ministry officials, awards committee and Advisory Service staff. **Categories of Individuals in Bank:** Applicants for bursaries and awards (applied research). **Policies and Practices – Storage:** Paper. **Retrievability:** Name, organization, assigned file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Manager, Advisory Service on Occupational Health and Safety, 434 University Avenue, 5th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5533.

#### **Job-Related Fatalities (construction, industrial, mining)**

**Location:** Industrial – Information and Administrative Services: construction – Construction Health and Safety Branch; and mining – Mining Health and Safety Branch; 400 University Avenue, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25. **Types of Information Maintained:** Name, age, sex, marital status of deceased, date of death, prevailing conditions on site when accident occurred, coroner's report, verdict of coroner's jury. **Uses:** Establish cause of accident; prevent similar accidents. **Categories of Users:** Ministry inspectors, coroners, coroner's juries, legal counsel, administrative staff. **Categories of Individuals in Bank:** Individuals who have died as a result of construction, industrial or mining accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number or company name, then deceased's name (for industrial); name of deceased (for construction and mining). **Access Controls:** Locked cabinets. **Retention and Disposal:** Lifetime of company plus 40 years (for industrial), 30 years (for construction and mining), then destroyed. **Official Responsible:** Industrial – Manager, Administrative Support Services, Information and Administrative Services, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-8710; construction – Manager, Program Administration, Construction Health and Safety Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-7161; mining – Manager, Administration, Mining Health and Safety Branch, 400 University Avenue, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1328.

#### **Lung-Capacity Testing Results (pulmonary function tracings)**

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, employer, Social Insurance Number, year of birth, sex, height, graph of lung-capacity testing results. **Uses:** Prepare report for family or company physician. **Categories of Users:** Chest clinic medical and technician staff. **Categories of Individuals in Bank:** Miners who have taken lung capacity testing through the chest clinic services. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Company name, assigned company number, miner's examination number, then name of miner. **Access Controls:** Locked cabinets. **Retention and**

**Disposal:** 40 years, then paper destroyed and microfilm transferred to archives. **Official Responsible:** Physician-in-Charge, Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury, Ontario, P3E 3A3, telephone: (705) 522-0212.

### Miners' Medical Records

**Location:** Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Name, date of birth, Social Insurance Number, place and country of birth, unemployment insurance claim number, family history of illness, clinical notes and opinion of physician, x-ray films. **Uses:** Provide information for diagnosis and treatment, Workers' Compensation claims and mining statistical program. **Categories of Users:** Ministry medical staff. **Categories of Individuals in Bank:** Miners. **Policies and Practices – Storage:** Paper and x-ray films, computer. **Retrievability:** Miner's examination number, Social Insurance Number and name. **Access Controls:** Locked cabinets, computer access code. **Retention and Disposal:** 40 years, then destroyed. **Official Responsible:** Physician-in-charge, Medical Services Chest Clinic, Health and Safety Support Services Branch, 1300 Paris Crescent, Suite 1, Sudbury, Ontario, P3E 3A3, telephone: (705) 522-0212.

### Occupational Health Nursing Interview Forms

**Location:** Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Interview forms and resumes including name, telephone number, address, employment history, marital status. **Uses:** Assist in the implementation of company nursing programs. **Categories of Users:** Ministry senior nursing consultant. **Categories of Individuals in Bank:** Nurses applying to work in company nursing programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Senior Nursing Consultant, Health and Safety Support Services Branch, 400 University Avenue, 7th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-3876.

### Radiation Exposure Reports

**Location:** Radiation Protection Service, Health and Safety Support Services Branch, 81 Resources Road, Weston. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name, group code (company name), report date, badge serial number, date badge used from, type of radiation received, badge radiation readings. **Uses:** Statistical analysis; monitor companies for high readings; set radiation standards. **Categories of Users:** Senior Radiation Protection Service staff. **Categories of Individuals in Bank:** Workers using x-rays and/or atomic radiations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, company name. **Access Controls:** Locked room.

**Retention and Disposal:** One year, then destroyed. **Official Responsible:** Chief, Radiation Protection Service, 81 Resources Road, Weston, Ontario, M9P 3T1, telephone: (416) 235-5922.

### Workers' Compensation Board Accident Reports

**Location:** Policy and Regulations Branch, 400 University Avenue, 9th Floor, Toronto. All Occupational Health and Safety Division offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Labour Act, R.S.O. 1980, c.284, s.6(a). **Types of Information Maintained:** Name and address of injured worker, employer, attending physician, details of injury. **Uses:** Monitor and improve employers' performance relating to employee health and safety in the workplace. **Categories of Users:** Occupational Health and Safety Division staff, safety managers and officers. **Categories of Individuals in Bank:** Injured workers claiming Workers' Compensation. **Policies and Practices – Storage:** Paper. **Retrievability:** Employer name, then employee name. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Group Leader, Common Services, Policy and Regulations Branch, 400 University Avenue, 9th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608.

### Workers' Compensation Board Claimants – Medical Files and Chest X-Ray Films

**Location:** Medical Services Chest Clinics, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto. **Legal Authority:** O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. **Types of Information Maintained:** Name, medical report and chest x-rays. **Uses:** History of individual cases; research files in case histories of slow-growth lung diseases such as silicosis. **Categories of Users:** Branch medical and technician staff. **Categories of Individuals in Bank:** Individuals claiming Workers' Compensation where occupationally related chest disease has been diagnosed. **Policies and Practices – Storage:** Cards, paper, x-ray films. **Retrievability:** Claim number, name and assigned film number. **Access Controls:** Locked room. **Retention and Disposal:** 40 years, then transferred to archives. **Official Responsible:** Secretary to Senior Consultant, Medical Services Chest Clinics, Health and Safety Support Services Branch, 880 Bay Street, 2nd Floor, Toronto, Ontario, M5S 2V3, telephone: (416) 965-4075.

## Affiliated Agencies

### *Advisory Council on Occupational Health and Occupational Safety (ACOHOS)*

Advises the minister on matters relating to occupational health and occupational safety and makes recommendations to the minister regarding ministry programs in occupational health and safety.

## Personal Information Banks

Contain information relating to membership of the council.

### Advisory Council Membership

**Location:** Advisory Council on Occupational Health and Occupational Safety, 400 University Avenue, 11th Floor, Toronto. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.10. **Types of Information Maintained:** Name, address, curriculum vitae, Social Insurance Number, documentation regarding appointment to council/task forces, per-diem and travel expenses. **Uses:** Referende re appointments to council and task forces; accounting purposes. **Categories of Users:** Chairman and council administrative staff. **Categories of Individuals in Bank:** Nominees and appointees to council or its task forces. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Three years after membership ceases, then destroyed. **Official Responsible:** Executive Coordinator, Advisory Council on Occupational Health and Occupational Safety, 400 University Avenue, 11th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-2448.

## Agricultural Industry Advisory Committee

Advises the minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

## Personal Information Banks

Contain information relating to committee members.

**Location:** Legislative Interpretation Section, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto. **Legal Authority:** Orders in Council 1874/75 and 793/85. **Types of Information Maintained:** Name and address. **Uses:** Contact or identify committee members. **Categories of Users:** Employment Standards Branch and Policy Branch staff. **Categories of Individuals in Bank:** Agriculture Advisory Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Until member replaced, then destroyed. **Official Responsible:** Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

## Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

## Personal Information Banks

Contain information relating to case procedures and settlements.

## Classification Rating Committees Case Files

**Location:** Classification Rating Committee, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Types of Information Maintained:** Name and address of grievor, name of ministry, type of grievance and remedy requested. **Uses:** Process application from initial stage to its final determination. **Categories of Users:** Chairman, members and administrative staff of the committees. **Categories of Individuals in Bank:** Public servants who have filed for a hearing before the committee. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Secretary, Classification Rating Committees, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions, other forms of discipline, working conditions and classification.

## Personal Information Banks

Contain information relating to case procedures and settlements.

### Crown Employees Grievance Settlement Board Case Files

**Location:** Grievance Settlement Board, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Types of Information Maintained:** Applications filed by union on behalf of the grievor, name and address of individual, name of union and ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Categories of Users:** Chairman, vice-chairmen, members. **Categories of Individuals in Bank:** Public servants on whose behalf the union has filed a grievance before the board, or who have filed a grievance on their own behalf. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Registrar, Crown Employees Grievance Settlement Board, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.



## Personal Information Banks

None

## Labour-Management Advisory Committee

Advises the minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

## Personal Information Banks

Contain information relating to committee members and decisions regarding applications of prospective arbitrators.

## Labour-Management Advisory Committee Members

**Location:** Office of Arbitration, 400 University Avenue, 25th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information Maintained:** Name, address, expense claims. **Uses:** Contact or identify members; settle expense claims. **Categories of Users:** Committee chairman, branch director. **Categories of Individuals in Bank:** Members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date of expense claim. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years after member replaced, then destroyed. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 25th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

## Labour-Management Committee Decisions Re Applications of Prospective Arbitrators

**Location:** Office of Arbitration, 400 University Avenue, 25th Floor, Toronto. **Legal Authority:** Labour Relations Act, R.S.O. 1980, c.228, s.45(10). **Types of Information Maintained:** Applicant's name, opinions, evaluation and decision of committee members regarding suitability of applicant for appointment as arbitrator. **Uses:** Determine qualified candidates to act as arbitrators; advise minister. **Categories of Users:** Committee members, senior division staff. **Categories of Individuals in Bank:** Candidates for inclusion on list of arbitrators. **Policies and Practices – Storage:** Paper. **Retrievability:** Date of meeting, then name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Office of Arbitration, 400 University Avenue, 25th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-5669.

## Ontario Labour Relations Board

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, and certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister

relating to the authority to appoint conciliation officers or arbitrators.

## Personal Information Banks

None

## Ontario Public Service Labour Relations Tribunal

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

## Personal Information Banks

Contain information relating to case procedures and settlements.

## Ontario Public Service Labour Relations Tribunal Case Files

**Location:** Labour Relations Tribunal, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108; R.R.O. 1980, Reg. 232 and Reg. 233. **Types of Information Maintained:** Name and address of individual, name of union and ministry, type of complaint or request, remedy requested. **Uses:** Adjudicate matters through process of mediation, investigation or formal hearing. **Categories of Users:** Chairman, vice-chairman, members and administrative staff of the tribunal. **Categories of Individuals in Bank:** Public servants affected by applications filed before the tribunal. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Registrar, Ontario Public Service Labour Relations Tribunal, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Pay Equity Commission

Comprises the Pay Equity Office which provides public education and complaint resolution and the Pay Equity Hearings Tribunal which provides for independent hearing in cases when agreement cannot be reached.

## Personal Information Banks

None

## Public Service Grievance Board

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension,



other forms of discipline, merit increases, promotion and transfer.

## Personal Information Banks

Contain information relating to case procedures and settlements.

### Public Service Grievance Board Case Files

**Location:** Public Service Grievance Board, 180 Dundas Street West, Suite 2100, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881. **Types of Information Maintained:** Name and address of grievor, name of ministry, type of grievance, remedy requested. **Uses:** Process application from initial stage to final determination. **Categories of Users:** Chairman, members and administrative staff of the board. **Categories of Individuals in Bank:** Public servants who have filed for a hearing before the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Assigned file number, then name. **Access Controls:** Locked room. **Retention and Disposal:** 15 years, then transferred to archives. **Official Responsible:** Secretary, Public Service Grievance Board, 180 Dundas Street West, Suite 2100, Toronto, Ontario, M5G 1Z8, telephone: (416) 965-1455.

## Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. The tribunal adjudicates and determines whether or not a worker's right to take court action is taken away by the act. It also considers appeals regarding access to claim files and an employer's right to require a worker to submit to a medical examination.

## Personal Information Banks

Contain information relating to workers and employers appealing to the Workers' Compensation Appeals Tribunal.

### Workers' Compensation Appeals Tribunal Files

**Location:** Workers' Compensation Appeals Tribunal, 505 University Avenue, 7th Floor, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, as amended. **Types of Information Maintained:** Name of worker, address, employment history, medical reports, statements from witness(es) including name and relevant information, name of employer, employer business and financial information, assessments. **Uses:** Adjudicate appeals and issues listed above. **Categories of Users:** Intake officers, scheduling clerks, vice-chairmen, panel members, tribunal counsel office, Chairman's Office. **Categories of Individuals in Bank:** Workers and employers appealing Workers' Compensation Board decisions or otherwise involved in workers' compensation matters. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Tribunal number or name of appellant. **Access Controls:** Locked room or cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** General Manager, 505

University Avenue, 7th Floor, Toronto, Ontario, M5G 1X4, telephone: (416) 598-4638.

## Public Records

Contain records of appeals of orders issued under the Occupational Health and Safety Act, R.S.O. 1980, and of the decisions made. Copies are available at no charge from the ministry library. Also contain ministry's responses to coroner's jury recommendations pursuant to inquests called as a result of workplace fatalities and information relating to referee and court interpretations of the Employment Standards Act. This material is a public record and available at the locations indicated below.

### Coroner's Juries – Responses to Recommendations

**Purpose:** Outline ministry action taken to prevent similar fatal accidents; follow up on preventive action taken by specific employer. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.9(3). **Types of Information Maintained:** Coroner's jury recommendations and ministry's response pursuant to inquests called as a result of workplace fatalities. **Policies and Practices – Retrievability:** Name of deceased. **Retention and Disposal:** Seven years, then transferred to archives. **Access Procedures:** Executive Director, Occupational Health and Safety Division, 400 University Avenue, 14th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608. Copies also available from: the Coroner's Office and the New Democratic Party's research office.

### Occupational Health and Safety Act – Decisions and Appeals

**Purpose:** Track appeals from initiation to final determination. **Legal Authority:** Occupational Health and Safety Act, R.S.O. 1980, c.321, s.32. **Types of Information Maintained:** Names of appellant and other parties to appeal, subject matter of appeal, status, final decision. **Policies and Practices – Retrievability:** Assigned file number, then name of appellant. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Director of Appeals, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-3047.

### Referees' Decisions and Judicial Review Rulings

**Purpose:** Monitor referees' and courts' interpretations and application of the Employment Standards Act. **Legal Authority:** Employment Standards Act, R.S.O. 1980, c.137, s.50 and s.51. **Types of Information Maintained:** Employee name and address, employee, referee and judicial review decisions. **Policies and Practices – Retrievability:** Employer, then employee name. **Retention and Disposal:** Not determined. **Access Procedures:** Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

## Access

Information and Privacy Coordinator  
Ministry of Labour  
3rd Floor, 434 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-0818



A public reading room for the review of manuals and other information is open during regular office hours on the tenth floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the seventh floor at 505 University Avenue, Toronto (telephone: (416) 598-4638).



# Lambton College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Lambton College of Applied Arts and Technology  
P.O. Box 969  
Sarnia, Ontario  
N7T 7K4  
Telephone: (519) 542-7751

## Mandate

Lambton College provides high quality education and training in technology, applied arts, business, health sciences and general arts and science, with a flexible learning environment, for adults who wish to find meaningful work and self-fulfillment in a changing society.

## Organization

Lambton College is governed by a Board of Governors and is organized into three divisions and two offices reporting to the President. The college's primary campus and administrative headquarters are on London Road in Clearwater with a secondary site on Front Street in Sarnia.

## Divisions

### *Board of Governors*

The Board of Governors is appointed by the Ontario Council of Regents and the local municipality, and is responsible for establishing college goals and policies, allocating resources and for the general overview of college operations. The President is ex-officio member of the Board. The Board has established a standing committee on Finance and Property.

### **Personal Information Banks**

None

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is chief executive officer responsible for planning and for managing the business affairs of the college.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

## *Academic*

The division is headed by the Vice President, Academic, and is responsible for all educational offerings. It has six departments: Technology and Applied Science, Business and General Arts, Health Sciences and Applied Arts, Industrial Training, Continuing Education, and Development.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Teacher Workload Records (Standard Workload Form)

## *Administrative*

The division provides administrative support services for the college and is headed by the Vice-President, Administration. The division is organized into eight departments: Finance and Personnel, Facilities Maintenance, Library, Bookstore, Computer Services, Purchasing, Facilities Scheduling and Employment Equity.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
Health and Medical Records (employees only)  
Library Users  
Ombudsman/Human Rights Commission  
Workers' Compensation

## *Student Services Division*

The division is headed by a Dean and provides a variety of support and enrolment services for students. The division has eight departments: Registrar's Office, Counselling and Health, Residence, Placement and Co-op, Financial Aid, Athletics, Student Recruitment and Public Relations, and Food Services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records  
Health and Medical Records (students only)  
Ontario Student Assistance Program  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Vocational Testing and Counselling

## *International Education*

This office is responsible for the recruitment of international students, faculty and student foreign exchanges, and contract work involving other countries.

### **Personal Information Banks**

None

## *Freedom of Information*

The office is responsible for implementing the Freedom of Information and Protection of Privacy Act within the college.

### **Personal Information Banks**

None

## **Access**

Freedom of Information and Privacy Coordinator

Lambton College

P.O. Box 969

Sarnia, Ontario

N7T 7K4

Telephone: (519) 542-7751



A public reading room for the review of manuals and other information is open during regular office hours in the College Library at the Clearwater Campus.



# Liquor Control Board of Ontario

## Head

Chairman  
Liquor Control Board of Ontario  
55 Lakeshore Boulevard East  
Toronto, Ontario  
M5E 1A4  
Telephone: (416) 965-4901

## Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1980, c.230). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

## Organization

All business aspects of the LCBO are directed and controlled by a five-member board of directors. The corporation is organized into three senior executive offices – Chairman, Executive Vice-President and Senior Vice-President (Operations) – and six administrative and operating divisions. The Retail Division is divided into five regional offices.

## Divisions

### *Office of the Chairman*

The Office of the Chairman is comprised of the Chairman's Office, the Freedom of Information Office, Communications Department, Policy and Issues Management Department, Legal Counsel, and General Audit.

### **Personal Information Banks**

Contain information relating to the operations of liquor delivery services, sacramental wine vendors and agency stores.

#### **Agency Stores**

**Location:** Legal Counsel's Office, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c. 243, s.3. **Types of Information Maintained:** Name, address, business background, application forms, licence. **Uses:** Determine suitability of applicant to operate an agency store under contract. **Categories of Users:** Executive Office, Legal Office and Store Services staff. **Categories of Individuals in Bank:** Individuals operating

agency stores under licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Agency store number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Legal Counsel, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1858.

#### **Liquor Delivery Service Files**

**Location:** Legal Counsel's Office, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c. 243, s.3. **Types of Information Maintained:** Name, address, business/personal background, application forms. **Uses:** Determine suitability of applicant to operate a liquor delivery service. **Categories of Users:** Legal Office. **Categories of Individuals in Bank:** Individuals/companies seeking authority to operate a liquor delivery service. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Legal Counsel, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1858.

#### **Sacramental Wine Vendors**

**Location:** Legal Counsel's Office, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c. 243, s.3. **Types of Information Maintained:** Name, address, business/personal background, application forms. **Uses:** Determine suitability of applicant to operate as a sacramental wine vendor. **Categories of Users:** Legal Office. **Categories of Individuals in Bank:** Individuals/companies seeking authority to operate as a sacramental wine vendor. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and address. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Legal Counsel, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1858.

### *Office of the Executive Vice-President*

The Executive Vice-President is responsible for managing the corporation in conformance with direction from the Board of Directors and Chairman. The office includes the Loss Control Department and French Language Services Office.

### **Personal Information Banks**

None

### *Finance and Administration Division*

The division develops and maintains financial systems for LCBO funds and assets; administers the government's pricing policies; develops cost justification standards; performs post-project financial evaluations; and is responsible for all administrative matters and support services in the LCBO. It is comprised of: Insurance and Risk Management; Accounting Operations, Budgets and Financial Planning; Financial and Policy Planning and Administration.

## Personal Information Banks

Contain information on employee tax exemptions and applications for vintage courtesy cards.

### TD1 Exemption Forms

**Location:** Payroll, Accounting Operations Department, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, information relating to dependants, income. **Uses:** Determine tax exemptions when issuing pay cheques. **Categories of Users:** Payroll staff. **Categories of Individuals in Bank:** LCBO employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Payroll Section, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1877.

### Vintage Courtesy Card Applications

**Location:** Revenue and Expenditures Section, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, salary, employment, credit check information, driver's licence number, spouse's name. **Uses:** Determine suitability of applicant to receive a vintage courtesy card. **Categories of Users:** Staff of Revenue and Expenditures Section and Accounting Operations. **Categories of Individuals in Bank:** Individuals applying for vintage courtesy cards. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of applicant, cardholder. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Revenue and Expenditures Section, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1870.

## Human Resources Division

The division develops and administers policies and procedures on human resources planning and development, employee relations, staffing, job evaluation, employee records, employee information and benefits, negotiation, interpretation and administration of collective agreement, grievance and arbitration proceedings, health/safety and absenteeism control.

The division includes Employee Development (Human Resources Planning, Training and Development, Classification, Human Resources Information Systems), Employee Relations, Regional Services and Support Services (Benefits and Compensation, Personnel Records, Health Centre, WCB/Absenteeism, Employee Assistance Program) and Employment Equity.

## Personal Information Banks

Contain information relating to benefits, compensation, human resources administration, working conditions,

employee relations and human resource planning, development and management.

### Attendance Recording System

**Location:** Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. Duplicate files maintained in divisional line managers' offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, attendance history. **Uses:** Record absences and/or hours worked. **Categories of Users:** Line managers, department staff. **Categories of Individuals in Bank:** All permanent, permanent part-time, casual and contract employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Date and name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years from date of termination, then destroyed. **Official Responsible:** Director, Support Services, 55 Lakeshore Boulevard East, Toronto, Ontario, M5A 1A4, telephone: (416) 963-3554.

### Employee Assistance Program

**Location:** Health Centre, Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, sex, marital status, date of birth, dependants, telephone number, commencement of employment, referral source, previous treatment, assistance sought, program participation, progress and contact notes. **Uses:** Provide support and referral services to employees in need of assistance. **Categories of Users:** Employee Assistance Coordinator. **Categories of Individuals in Bank:** Permanent employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Employee Assistance Program, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1890.

### Employment Equity

**Location:** Employee Development, Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, sex, marital status, telephone number, complainant(s)/respondent(s) name(s), names of witnesses and interested parties, names of store manager, district manager and regional manager, notes of conversation re incident, nature of complaint, advice to employee, relevant documentation, minutes of meetings, summary reports, relevant correspondence and statements. **Uses:** Document incidents, investigations and resolution of complaints; ensure proper procedures are observed. **Categories of Users:** Employment Equity staff, Executive Vice-President and Vice-President of Human Resources. **Categories of Individuals in Bank:** LCBO staff, complainants, respondents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Employment Equity, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1805.

## Formal Complaint Information

**Location:** Head Office, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Notice of formal complaint, name, job classification, start date, department, statement of complaint, name of respondent(s), name of witness(es), third party statements, investigation documents, summary report, recommendations, legal consultation advice, action taken, correspondence. **Uses:** Record complaints, investigation and action taken. **Categories of Users:** Directors, vice-presidents, LCBO legal counsel, executive offices. **Categories of Individuals in Bank:** Permanent management and excluded staff who have had a formal complaint. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Division Vice-Presidents, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4. Refer to the Government of Ontario Telephone Directory for telephone numbers.

## Health Centre Information

**Location:** Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, sex, telephone number, date of birth, Social Insurance Number, marital status, family doctor, medical history, employment history, disability, job classification, correspondence concerning health problems, time loss, pay rate, current physical condition, general medical information. **Uses:** Record medical history, present physical and mental condition, ability to perform assigned duties; document disability and absence due to illness or injury; authorize sick leave payments. **Categories of Users:** Health Centre staff. **Categories of Individuals in Bank:** Permanent, part-time and casual LCBO employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Supervisor, Health Centre, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1890.

## Human Resources Planning Information

**Location:** Employee Development, Human Resources Division, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, Social Insurance Number, work location, French language proficiency level. **Uses:** Identify employee skills, interests and qualifications for possible training, promotion and work assignment; statistical information. **Categories of Users:** Line and senior managers of respective divisions, supervisory and administrative staff of Human Resources Division. **Categories of Individuals in Bank:** Permanent, part-time and casual LCBO employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** HRP Coordinator, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-3971.

## Payroll, Benefits and Compensation

**Location:** Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, date of birth, marital status, income tax exemptions, veteran status, education, sex, number of dependants, Social Insurance Number, beneficiary, spouse, all insurance and benefits coverage and premium, medical information regarding disability claims, job occupation and classification, pay rate, union membership, salary history, salary/hourly rate, information release consent forms, retirement options, job duties, work location, conditions/terms of agreement regarding return to work after disability claim, correspondence, memos, notes to file (telephone conversations, questions asked, instructions given, etc.), merit recommendations, secondments, telephone number, employment history, correspondence relating to red circled employees, contracts, acting pay. **Uses:** Record benefits coverage; issue cheques; document LTIP claims; record salary and employment history; provide information for benefits and compensation administration. **Categories of Users:** Human Resources staff, line and senior managers, Audit staff, Executive Offices, LCBO employees. Select information to Payroll Department, Ministry of Government Services, Employee Benefits and Data Services Branch, insurance carriers, insurance companies. **Categories of Individuals in Bank:** Permanent, part-time and casual LCBO employees. **Policies and Practices – Storage:** Computer. **Retrievability:** Social Insurance Number, name. **Access Controls:** Computer key and computer password. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Supervisor, Benefits and Compensation, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1213.

## Personnel Files

**Location:** Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. Also executive offices and divisional line managers' offices. Note: In the case of Retail Division, duplicate files are maintained in all regional and district offices as well as in stores. Refer to the public telephone directory for addresses. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, Social Insurance Number, address, telephone number, date of birth, marital status, spouse and dependants information, sex, employment history, education, general medical information, medical history, benefits, evaluations and evaluative opinions, performance appraisals, rating reports, salary reviews, tuition assistance, Workers' Compensation Board claims, job descriptions, classification and pay level, court duties, transfers, secondments, promotions, demotions, termination reports, disciplinary correspondence, human rights correspondence, applications for employment, medical and security clearance data, vacation and sick leave records, Unemployment Insurance records, union membership, file notes on employee's inquiries and requests, employment contracts, anniversary date for increments, consent forms to release information, record of inconsistent use/disclosure. **Uses:** Record employee's work history; performance evaluation; provide information for payroll system; update vacation and sick leave credits; record disciplinary action and grievances; general personnel



management and administration; record career objectives and participation in relevant training. **Categories of Users:** Line and senior managers, Human Resources management and administrative staff, Executive Offices staff, payroll and audit staff, Ministry of Government Service (Employee Benefits and Data Services), insurance companies.

**Categories of Individuals in Bank:** Permanent, part-time, casual and contract LCBO employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Executive and divisional line managers, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4. For Retail and Distribution Divisions, refer to the public telephone directory for addresses.

### Recruitment Information

**Location:** Employee Development, Human Resources Division, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, language skills, education, employment history, work location, job classification, application for employment, application for posted competition, job vacancy postings, test results, job competition criteria (qualifications, interview questions), performance evaluations, character references, employment references, seniority dates, lists of competition candidates, correspondence, recruitment procedure documentation/authorization, security clearance. **Uses:** Identify candidates for initial employment; record/document selection procedure and filling of vacant positions. **Categories of Users:** Recruitment staff, department heads, selection panels, Human Resources staff. **Categories of Individuals in Bank:** Job applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number, geographical location, competition number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Applications – one year, then destroyed; competition files – 15 years, then destroyed. **Official Responsible:** Supervisor, Recruitment, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 965-8861.

### Security Clearance Information

**Location:** Human Resources Support Services, and Loss Control Department, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, date and particulars of offence(s), trial date and location, conviction(s), sentence. **Uses:** Determine suitability for employment. **Categories of Users:** Vice-President, Human Resources Division. **Categories of Individuals in Bank:** Applicants seeking permanent or temporary employment with the LCBO. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Vice-President, Human Resources Division, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1929.

### Staff Relations Information

**Location:** Human Resources Division, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, telephone number, employment history, work location, job classification, grievance forms, notices, responses, records of meetings, relevant documentation, resolution proposals, correspondence, final disposition of grievance, negotiations. **Uses:** Document the process and resolution of grievances; identify differences in interpretation/administration of the collective agreement; identify area of disagreement between employer, employees and the union. **Categories of Users:** Staff Relations and senior Human Resources and management staff, legal counsel. **Categories of Individuals in Bank:** LCBO employees submitting grievances under the collective agreement. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or grievance number. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Manager, Industrial Relations, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1928.

### Support Services Information

**Location:** Human Resources Division, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, employment history, memoranda from supervisors, investigation reports on disciplinary matters, file notes, third party statements, store visitation reports, recommendations of the Discipline Committee. **Uses:** Record investigations, recommendations and action taken on disciplinary matters. **Categories of Users:** Staff Relations personnel, LCBO legal counsel, department heads. **Categories of Individuals in Bank:** LCBO employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Director, Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-3554.

### Training and Development Information

**Location:** Employee Development, Human Resources Division, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, Social Insurance Number, address, work location, job classification, course locations, certificate, diploma, degree, completion results, test scores, reimbursement information, length of service, work telephone number, smoker/non-smoker, workshop participation, correspondence, trainers' schedules. **Uses:** Record employee's training history; provide information for course eligibility and reimbursement of expenses; develop additional training programs. **Categories of Users:** Human Resources Planning staff. **Categories of Individuals in Bank:** Permanent employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets/office, computer key. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:**



Training and Development Coordinator, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1809.

### Workers' Compensation Board Information

**Location:** Health Centre, Human Resources Support Services, 55 Lakeshore Boulevard East, Toronto. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, Social Insurance Number, position classification, pay rate, employment history, details of accidents/injuries, disposition of claims, names of witnesses, name of family doctor, names of medical practitioners consulted, medical information, statements of disability, time loss, appeal information, correspondence, documentation. **Uses:** Document accidents and injuries; supply information for disposition of claims; authorize leave; record eligibility to resume work. **Categories of Users:** Health Centre and Human Resources staff. **Categories of Individuals in Bank:** Permanent and temporary LCBO employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years after termination, then destroyed. **Official Responsible:** Supervisor, Health Centre, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 963-1890.

### Information Services Division

Provides information services (business systems, data management and computer operations), and technical resources. The division comprises Quality Control and Assurance, I.S. Administration, Technical Planning and Coordination, End User Information and Support, Systems Development and Support and Systems Facilities.

### Personal Information Banks

None

### Office of the Senior Vice-President (Operations)

In addition to responsibility for the Retail Division, Distribution Division and Merchandising Division, the Senior Vice-President (Operations) is also responsible for Operational Planning and Support for these areas as well as the Point of Sale project.

### Personal Information Banks

None

### Retail Division

The division is responsible for the operation of retail stores. It comprises: Customer Service and Administration consisting of Regular, Agency and Duty Free Stores, Distribution Depots and Vintage-Wine Consultant Coordination; Store Services consisting of Store Network, Properties Management and Financial Services; Quality Assurance; and five regional offices.

### Personal Information Banks

Contain information relating to customer service complaints.

### Customer Service Files

**Location:** Store managers' offices. Refer to the public telephone directory for addresses. **Legal Authority:** Liquor Control Act, R.S.O. 1980, c.243, s.3. **Types of Information Maintained:** Name, address, telephone number. **Uses:** Record products purchased and returned. **Categories of Users:** Retail Division staff. **Categories of Individuals in Bank:** Individuals who have purchased and/or returned products carried by the LCBO. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and date of return. **Access Controls:** Locked cabinets/office. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Store managers. Refer to the public telephone directory for addresses.

### Distribution Division

This division is responsible for ensuring quality control in accordance with federal, provincial and LCBO regulations, buying products, managing inventory and ensuring transportation and warehousing services.

### Personal Information Banks

None

### Merchandising Division

This division is responsible for marketing research activity, in-store merchandising activity (including store layouts), Product Management including selection of products and assortment planning, as well as program development of new merchandising initiatives. It is comprised of the Product Management Department, Marketing Services Department and the Program Development Department.

### Personal Information Banks

None

### Access

Information and Privacy Coordinator  
Liquor Control Board of Ontario  
Suite 1809, 1 Yonge Street  
Toronto, Ontario  
M5E 1S6  
Telephone: (416) 965-8500



A public reading room for the review of manuals and other information is open during regular office hours at Suite 1809, 1 Yonge Street, Toronto.

# Loyalist College of Applied Arts and Technology

## Head

Chairperson, Board of Governors  
Loyalist College of Applied Arts and Technology  
Wallbridge-Loyalist Road  
P.O. Box 4200  
Belleville, Ontario  
K8N 5B9  
Telephone: (613) 962-9501

## Mandate

Loyalist College offers full- and part-time programs in the fields of technology, business and communications, health sciences, community studies, occupational upgrading, apprenticeship and continuing education.

## Organization

Loyalist College is governed by a 17-member Board of Governors which includes the President as ex-officio member and secretary-treasurer. The college is organized into two academic divisions (Applied Arts, Business and Health Sciences, and Technology and Continuing Education) and three administrative divisions (Finance and Administration, Human Resources, and Student Services). The main campus is located in Belleville, with other teaching locations throughout the counties of Hastings, Lennox and Addington, Northumberland and Prince Edward.

## Divisions

### *Board of Governors*

The Board of Governors consists of twelve appointed members chosen from the external community, four elected members chosen from the college, and President in an ex-officio capacity. The Board's function is to establish goals and policies, and to monitor and evaluate operational and educational results. The Board has two standing committees: Management, and Building and Finance.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Office of the President*

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to

manage and direct the business and educational affairs of the college.

### **Personal Information Banks**

None

### *Applied Arts, Business and Health Sciences Division*

The Dean of Applied Arts, Business and Health Sciences is responsible for the delivery of full-time academic programs in the Information Systems, Business Communications, Community Studies and Health Sciences departments.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Teacher Workload Records (Standard Workload Form)

### *Technology and Continuing Education Division*

The Dean of Technology and Continuing Education delivers full-time academic programs in the departments of Chemical, Electronics, Environmental and Building as well as part-time continuing education programs. This division also administers government sponsored skills/academic upgrading programs such as FUTURES and Ontario Basic Skills.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Teacher Workload Records (Standard Workload Form)

### *Finance and Administration Division*

The Director of Finance and Administration provides the college with a variety of administrative support services, including finance and accounting, plant and property management, library and audio visual services, and purchasing.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Library Users

### *Student Services Division*

This division administers student admissions and registration, and offers a wide range of student services such as

counselling, job placement, athletic and fitness programs, and student health services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Co-op, Work Term, Final Job Placements
- Graduate and Alumni Records
- Health and Medical Records
- Ontario Student Assistance Program
- Scholarships and Awards
- Student Applications
- Student Athletics and Fitness Programs
- Student Registration and Academic History
- Tests, Examinations and Assessments

### ***Human Resource Division***

This division provides human resources and personnel management functions for the college, as well as administering the college cafeteria.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records
- Job Competitions and Applications
- Ombudsman/Human Rights Commission
- Workers' Compensation

### **Access**

Freedom of Information and Privacy Coordinator  
Loyalist College  
Wallbridge-Loyalist Road  
P.O. Box 4200  
Belleville, Ontario  
K8N 5B9  
Telephone: (613) 962-9501



A public reading room for the review of manuals and other information is open during regular college hours in the Anderson Resource Centre on the main floor of the Kente Building, Belleville.

# Management Board of Cabinet

## Head

Chairman of Management Board  
7th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z6  
Telephone: (416) 586-2020

## Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the financial and administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

## Organization

Management Board of Cabinet is organized into two secretariats – the Management Board Secretariat, which provides staff support in matters related to the Management Board of Cabinet Act, and the Human Resources Secretariat, which provides staff support in matters related to the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chairman of Management Board. Each of these organizations is described separately in this chapter.

# Management Board Secretariat

## Mandate

The secretariat provides staff support to the Management Board of Cabinet; manages the government's annual allocation process; prepares the annual estimates; and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology.

## Organization

The secretariat comprises the Office of the Secretary and three operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

## Divisions

### *Office of the Secretary*

Provides staff support to the Secretary of Management Board who is the deputy minister equivalent in the Management Board Secretariat. The office handles all legislative matters; coordinates internal planning and allocation processes and common administrative support services for the secretariat.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

### *Information Technology Division*

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government; advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals; and manages the secretariat information systems. The division is organized into two branches: Policy Administration and Strategic Policy, and a Systems Development Office.

### **Personal Information Banks**

None

### *Management Policy Division*

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals. The division has four operational units – Policy Development and Administration Branch, Freedom of Information and Privacy Branch, the Advertising Review Board, and Corporate Initiatives.

### **Personal Information Banks**

Contain information on candidates eligible for cross-ministry consulting projects.

### **Opportunities for Development**

**Location:** Management Policy Division, 6th Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.108, s.4(f);



R.R.O. 1980, Reg. 881, s.5 and s.22. **Types of Information Maintained:** Name, resume, participant's qualifications in accordance with project requirements. **Uses:** Determine skills and experience required for matching appropriate candidates with specific projects. **Categories of Users:** Project coordinator, line managers. **Categories of Individuals in Bank:** Individuals submitting resumes for short-term interministry projects. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Coordinator, Management Policy Division, 6th Floor, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 586-2030.

## Programs and Estimates Division

Responsible for corporate expenditure control and the expenditure estimates process. Participates in the government's annual resource allocation process, and advises Management Board and other Cabinet committees on cost implications and results of ministry program changes and proposals. The division is organized into five branches: Resources Development; Education and Social Services; Justice and General Government; Expenditure Policy and Divisional Services; and Government Activity Review.

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Management Board Secretariat  
18th Floor, 56 Wellesley Street West  
Toronto, Ontario  
M7A 1Z6  
Telephone: (416) 586-2063

A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

# Human Resources Secretariat

## Mandate

To provide corporate leadership in human resources management practices in order that the government of Ontario strive for and maintain the role of prudent and model employer through partnerships with unions, line management, educational institutions and the voluntary and private sectors.

## Organization

The secretariat is organized into two divisions with eight branches and seven units. In addition there are two branches reporting directly to the deputy minister. Head office is located at Queen's Park, Toronto.

## Divisions

### Corporate Services Division

Provides corporate services and policy direction to ministries in staffing, employment equity, education and French-language training as well as finance and administrative services for the Human Resources Secretariat. Within this division there are four branches: Administrative Services; Education Services; Employment Equity; and Staffing Services. This division also includes the Executive Development Institute, Marketing and Corporate Information Services, Communications, Ministers' Staff Personnel Administration, Northern Ontario Relocation Program, and Information Systems.

### Personal Information Banks

The Administrative Services Branch maintains the following common personal information banks as described in Chapter II of this directory.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

The following common personal information bank is located in the Office of Legal Services in the Ministry of Treasury and Economics.

Litigation Files

Also contain information on staffing, temporary employee payroll, and French-language training.

### Applicants' Test Results

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.30(1)(c). **Types of Information Maintained:** Name, results of filing

and secretarial tests in both French and English. **Uses:** Maintain a record of the skill level of job applicants, including results of tests. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Individuals seeking regular or temporary employment in the government. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Central Staffing Inventories

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.30(l)(c). **Types of Information Maintained:** Name, address, employment and educational history. Inventories contain referrals and applications for office, technical, professional and general services jobs. **Uses:** Provide an inventory of job applicants which ministries may use as part of the hiring process. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Individuals seeking regular or contract employment in the government. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, identification number and/or classification. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eighteen months, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Corporate Employment Equity Program

**Location:** Employment Equity Branch, 2nd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f). **Types of Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, education, employment history, voluntary data on employee racial minority status, gender, disability, mother tongue and aboriginal status. **Uses:** Monitor progress of designated groups to establish employment equity for designated group members in the areas of recruitment, promotion, training and career mobility. **Categories of Users:** Staff of the Employment Equity Branch and Personnel Services Section, management in the Human Resources Secretariat. **Categories of Individuals in Bank:** Participants in the "I Count" census. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number, designated group. **Access Controls:** Access controlled by corporate Employment Equity staff, files secured and treated as confidential. **Retention and Disposal:** Employment work period, then destroyed. **Official Responsible:** Director, Employment Equity Branch, 2nd, Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-4941.

### Employees Returning from Long-Term Disability

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:**

Public Service Act, R.S.O. 1980, c.418, s.30(l)(d); Collective Agreement on Working Conditions and Benefits, Article 42. **Types of Information Maintained:** Name, employment and educational history. **Uses:** Administer the placement program for government employees returning to work from long-term disability. **Categories of Users:** Staff of the Staffing Services Branch and ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Individuals returning from long-term disability and participating in rehabilitative employment. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or data/element field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### French Language Proficiency Evaluation

**Location:** French Training and Evaluation Centre, 11th Floor, 252 Bloor Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f). **Types of Information Maintained:** Name, ministry, employment and evaluation data. **Uses:** Evaluate the French language proficiency of employees/candidates referred by ministries; provide the results to ministries for the planning of language training. **Categories of Users:** Staff of the French Language Training and Evaluation Centre, Language Training/Language Evaluation Coordinators, managers and Personnel/Human Resources Branches in ministries. **Categories of Individuals in Bank:** Government employees and candidates for competitions for whom language proficiency evaluation has been requested. **Policies and Practices – Storage:** Paper, tape recordings, computer. **Retrievability:** Name, data/element field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Education Services Branch, 9th Floor, 151 Bloor Street West, Toronto, Ontario, M5S 1S4, telephone: (416) 965-3935.

### French-Language Training

**Location:** French Training and Evaluation Centre, 11th Floor, 252 Bloor Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(f). **Types of Information Maintained:** Name, ministry, employment and training data. **Uses:** Provide French language training to employees of the Ontario government; monitor students' progress; compile statistics. **Categories of Users:** Staff of the French Language Training and Evaluation Centre, Language Training/Language Evaluation Coordinators in ministries. **Categories of Individuals in Bank:** Government employees who have applied for or registered in the French language training program. **Policies and Practices – Storage:** Paper, tape recordings, computer. **Retrievability:** Name, data/element field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Education Services Branch, 9th Floor, 151 Bloor Street West, Toronto, Ontario, M5S 1S4, telephone: (416) 965-3935.

### GO Temporary Employees

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:**

R.R.O. 1980, Reg. 881, s.6(i) and (iii); Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(b). **Types of Information Maintained:** Name, employment and educational history, record of temporary assignments and appraisal of work performance. **Uses:** Determine appropriate assignment of employees registered in the government's temporary staff service; monitor work performance. **Categories of Users:** Staff of the Staffing Services Branch. **Categories of Individuals in Bank:** Individuals employed in the government's temporary services program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### GO Temporary Payroll

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.6(i) and (iii). **Types of Information Maintained:** Name, address, Social Insurance Number, hours worked, pay level. **Uses:** Issue pay cheques; compile statistical reports; monitor temporary employment activity; confirm employment and earnings record. **Categories of Users:** Staff of the Staffing Services Branch, Employee Data Services Branch, Ministry of Government Services, Ministry of Treasury and Economics and Ministry Personnel/Human Resources and Finance Branches. **Categories of Individuals in Bank:** Individuals employed in the government's temporary services program. **Policies and Practice – Storage:** Paper, microfilm, computer. **Retrievability:** Name, Social Insurance Number or data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Paper and microfilm retained seven years, then transferred to archives. Computer files retained five years, then destroyed. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

### Surplus Employees

**Location:** Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.30(i)(p); R.R.O. 1980, Reg. 881, s.19; Collective Agreement on Working Conditions and Benefits, Article 24. **Types of Information Maintained:** Name, employment and educational history, actions taken toward job re-assignment. **Uses:** Determine eligibility of surplus employees for government jobs; monitor activity in the government. **Categories of Users:** Staff of the Staffing Services Branch and Ministry Personnel/Human Resources Branches. **Categories of Individuals in Bank:** Government employees identified as surplus. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or computer data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Director, Staffing Services Branch, 1st Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-1483.

## Employee Relations and Compensation Division

Responsible for negotiations with public-sector unions on behalf of Management Board of Cabinet and the coordination of occupational health and safety policies and programs and the establishment and maintenance of corporate programs for salaries and benefits administration for government employees. Within this division there are four branches: Staff Relations; Benefits Policy; Pensions Policy; and Pay and Classification. This division also includes Actuarial Services.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

#### Grievances and Applications

#### Insurance Benefits Review

**Location:** Benefits Policy Branch, 2nd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Collective Agreement on Working Conditions and Benefits, Article 45; Memorandum of Understanding with the Ontario Provincial Police Association, Article 32. **Types of Information Maintained:** Name, submissions relating to insurance benefits claims which have not been resolved through the normal claim process, decisions of the insurance benefits appeal committees. **Uses:** Document the insurance benefits appeal process. **Categories of Users:** Staff of the Benefits Policy Branch. **Categories of Individuals in Bank:** Government employees who have submitted appeals to decisions on insurance benefit claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or committee minute. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years after decision, then destroyed. **Official Responsible:** Director, Benefits Policy Branch, 2nd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-9419.

## Executive Management Branch

Coordinates recruitment, human resources planning, compensation and classification for government executive employees.

### Personal Information Banks

Contain information on the management of executive employees and corporate human resources planning.

#### Acting Assignments

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 881, s.4(2) and (3). **Types of Information Maintained:** Name, address, information on acting positions, assignment and payroll documents. **Uses:** Maintain a consolidated record of all acting assignments to



executive positions; provide statistical data. **Categories of Users:** Staff of the Executive Management Branch, select staff at Employee Benefits and Data Services, Ministry of Government Services, Deputy Minister, Associate Secretary, Executive Resources, Cabinet Office, select ministry officials as designated by the Deputy Minister. **Categories of Individuals in Bank:** Current and potential government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, computer password. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Employment Application Inventory

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and s.6(l). **Types of Information Maintained:** Letters of application, resumes. **Uses:** Identify potential candidates for executive positions. **Categories of Users:** Staff of the Executive Management Branch. **Categories of Individuals in Bank:** Applicants for provincial government executive jobs. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Executive Compensation Record

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also Executive Resources Branch, Cabinet Office, and deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Types of Information Maintained:** Name, basic employee salary data including pay levels and retirement forecasts. **Uses:** Maintain a consolidated listing of executive salaries and retirement information. **Categories of Users:** Staff of the Executive Management Branch, select staff at Employee Benefits and Data Services, Ministry of Government Services, Associate Secretary, Executive Resources, Cabinet Office, Executive Development Council, Provincial Auditor, deputy ministers. **Categories of Individuals in Bank:** Government executive employees, current and acting. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One copy retained in Executive Management Branch for 15 years, then destroyed; all other copies retained for current year, then destroyed. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Executive Employees' Work History and Career Information

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also deputy ministers' offices. See Government of Ontario Tele-

phone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Types of Information Maintained:** Name, work history, appointment, payroll, performance data, skills profiles, career information forms. **Uses:** Maintain a record of the executive employee's work history; provide information for possible job and developmental opportunities.

**Categories of Users:** Deputy minister, Executive Management Branch staff, Executive Development Institute staff, Associate Secretary, Executive Resources, Cabinet Office, Executive Development Committee. **Categories of Individuals in Bank:** Government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435. Access is through the deputy minister to whom the executive reports. See the Government of Ontario Telephone Directory for addresses.

### Executive Management Planning Inventory

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also Executive Resources Branch, Cabinet Office, and deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(c) and (f); R.R.O. 1980, Reg. 881, s.22. **Types of Information Maintained:** Job title, pay level, assessment of potential. **Uses:** Provide a consolidated listing of information on executives and potential executives; identify potential candidates for executive jobs. **Categories of Users:** Staff of the Executive Management Branch, Associate Secretary, Executive Resources, Cabinet Office, deputy ministers, Executive Development Council. **Categories of Individuals in Bank:** Current and potential government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One copy retained in Executive Management Branch for three years, then destroyed; all other copies retained for current year, then destroyed. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### Executive Transaction Register

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4(d). **Types of Information Maintained:** Name, previous and current job, duration of assignment. **Uses:** Document executive employee movement; provide statistical data. **Categories of Users:** Staff of the Executive Management Branch. **Categories of Individuals in Bank:** Current government executive employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Executive Coordi-



nator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435.

### **Potential Executive Employees' Work History and Career Information**

**Location:** Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park Crescent, Toronto. Also deputy ministers' offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.10(2) to (4), s.25 and s.4(f). **Types of Information Maintained:** Name, work history, skills profiles, career information forms. Information relating to appointment and payroll transactions is maintained at the ministry level. **Uses:** Maintain a record of the potential executive employee's work history; provide information for possible job and developmental opportunities.

**Categories of Users:** Staff of the Executive Management Branch, Associate Secretary, Executive Resources, Cabinet Office, Executive Development Committee, and the deputy minister of the employee. **Categories of Individuals in Bank:** Ontario public servants and Crown employees assessed as having executive potential. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years after termination, then destroyed; select files to archives. **Official Responsible:** Executive Coordinator, Executive Management Branch, 3rd Floor, Frost Building South, 7 Queen's Park, Toronto, Ontario, M7A 1Z5, telephone: (416) 965-5435. Access is through the deputy minister to whom the potential executive reports. See Government of Ontario Telephone Directory for addresses.

### **Strategic Planning and Projects Branch**

Develops strategic corporate human resources directions for government, coordinates corporate human resources projects, policies and procedures, reviews and approves ministry human resource plans and conducts research into a broad range of workforce issues.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

### **Affiliated Agencies**

#### **Civil Service Commission (CSC)**

The Civil Service Commission, which consists of a chairman and three commissioners, monitors the performance of the government as an employer, with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

### **Personal Information Banks**

None

#### **Ontario Provincial Police Grievance Board**

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes concerning working conditions and terms of employment covered by the Memorandum of Understanding between the province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act, and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

### **Personal Information Banks**

None

#### **Ontario Provincial Police Negotiating Committee**

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, lay-offs and re-appointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

### **Personal Information Banks**

None

#### **Public Service Superannuation Board**

The Public Service Superannuation Board recommends payments of annuities, pensions and disability benefits to employees of the Ontario Public Service and rules on applications in respect of past service credits and pension credit transfers under the Public Service Superannuation Act. The board is composed of four members appointed by the Lieutenant Governor in Council.

### **Personal Information Banks**

None

## Access

Information and Privacy Coordinator  
Human Resources Secretariat  
3rd Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Z5  
Telephone: (416) 965-4246  
TDD: (416) 965-4343



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Frost Building South, 7 Queen's Park Crescent, Toronto.

# Metro Toronto Convention Centre Corporation

## Head

President and Chief Executive Officer  
255 Front Street West  
Toronto, Ontario  
M5V 2W6  
Telephone: (416) 585-8000

## Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, tradeshow and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

## Organization

The centre is organized into four divisions: Finance and Administration; Operations; Sales; and Food and Beverage. These report to the president and chief executive officer who, in turn, is responsible to the board of directors. Each division maintains its own administrative and operational files.

## Divisions

### *Finance and Administration Division*

Provides direction and management for the financial and administrative functions of the centre including: personnel; payroll; accounting; purchasing; credit; office services; and systems.

### **Personal Information Banks**

Generally used in personnel- and payroll-related functions. Also related to service contracts, purchase orders and tenders. Used for general administrative and accounting purposes.

#### **Personnel Files**

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Employee name, address, telephone number, medical information, employment history, salary, references, evaluations. **Uses:** Maintain necessary information for hirings, terminations, promotions, etc.; effectively administer personnel and related functions of the centre. **Categories of Users:**

Personnel, payroll and senior managers. **Categories of Individuals in Bank:** Employees of the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

#### **Payroll Files**

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Employee name, address, telephone number, yearly earnings and deductions information. **Uses:** Determine correct pay and deductions for employees. **Categories of Users:** Payroll and senior accounting staff, auditors. **Categories of Individuals in Bank:** Employees of the centre. **Policies and Practices – Storage:** Paper, computer printout. **Retrievability:** Name, department or employee number. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Payroll Supervisor, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

#### **Employment Applications**

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Letters of application, resumes, application forms, which are filed by name. **Uses:** Identify potential candidates for vacancies. **Categories of Users:** Personnel staff, department managers. **Categories of Individuals in Bank:** Applicants for vacant positions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or skill category. **Access Controls:** Locked filing cabinet. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Director, Human Resources, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

### *Operations Division*

Coordinates the various departments under its control – Maintenance, Parking, Security, Cleaning, Communications and Event Services – as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing, and servicing their needs.

### **Personal Information Banks**

Contain information related to the medical treatment of employees.

#### **Nursing Files**

**Location:** Metro Toronto Convention Centre, 255 Front Street West, Toronto. **Legal Authority:** Order in Council 126-2/81. **Types of Information Maintained:** Employee name, department, medical information. **Uses:** Maintain

information supplied by employees to ensure continuity of medical treatment. **Categories of Users:** Nurse.  
**Categories of Individuals in Bank:** Employees who have consulted the nurse. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Operations, Metro Toronto Convention Centre, 255 Front Street West, Toronto, Ontario, M5V 2W6, telephone: (416) 585-8000.

### Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and tradeshow business from Canadian, American and international associations and corporations.

#### Personal Information Banks

None

### Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

#### Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Metro Toronto Convention Centre  
255 Front Street West  
Toronto, Ontario  
M5V 2W6  
Telephone: (416) 585-8000



A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.



# Mohawk College of Applied Arts and Technology

## Head

Chair, Board of Governors  
Mohawk College of Applied Arts and Technology  
Fennell Avenue and West 5th Street  
P.O. Box 2034  
Hamilton, Ontario  
L8N 3T2  
Telephone: (416) 575-2253

## Mandate

Mohawk College provides educational programs in the fields of technology, applied arts, business, health sciences, skills and related areas. These are designed to benefit career- and employment-oriented secondary school graduates, adults and out-of-school youth, mainly from the Hamilton, Brantford and Brant County areas.

## Organization

Mohawk College is operated by a Board of Governors, through the President. Reporting to the President are three major divisions, Academic, Finance and Resources and Student Services, and four support areas, Community Relations, Human Resources, College Planning and Marketing and Contract Services. Head office is the Fennell campus in Hamilton, and the college operates eight other major campuses: Brantdale, Chedoke, Highview and Wentworth in Hamilton; Saltfleet and Hamilton Industrial Training Centre in Stoney Creek; Brant-Elgin and Brant-Colborne in Brantford, plus many smaller campuses and information centres throughout the Hamilton, Brantford and Brant County area.

## Divisions

### *Board of Governors*

The Board of Governors is appointed by the Ontario Council of Regents, and is responsible for setting and controlling overall policy for Mohawk College, for the evaluation of the college mission and direction, for the setting of corporate goals and for the development and maintenance of appropriate corporate controls.

### Personal Information Banks

None

### *President's Office*

The President's Office, with the full authority of the Board of Governors, directs the business and academic affairs of Mohawk College. The Mohawk College Foundation and the

Students' Union Corporation are independent organizations that operate at the direction of the college.

### Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership  
Employee Personnel, Payroll, and Benefits  
Ombudsman/Human Rights Commission  
Vocational Testing and Counselling

### *Academic Division*

The Vice-President, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College, the Instructional Resource Centre, and the operation of committees and task forces as appropriate to the development and monitoring of programs.

### Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants  
Teacher Workload Records (Standard Workload Form)

Also contain information relating to users of Mohawk services, and clients of the Instructional Resource Centre's curriculum and leadership development and research and development services.

### College Services Clients – Motor Vehicle Repair, Harness Horse Services, Hawk's Nest Restaurant

**Location:** Mohawk College, Fennell Campus, Fennell Avenue, and West 5th Street, P.O. Box 2034, Hamilton.  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Types of Information Maintained:** Name of client, address, telephone number, type of service required, service supplied, details of work done, account and fee paid, special services/arrangements. **Uses:** Maintain a record of clients and work performed; assess progress of students performing services. **Categories of Users:** Manager and staff of department offering services as part of academic program. **Categories of Individuals in Bank:** Clients of academic program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Client name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official responsible:** Manager of appropriate department, Mohawk College of Applied Arts and Technology, Fennell Avenue and West 5th Street, P.O. Box 2034, Hamilton, Ontario, L8N 3T2, telephone: (416) 575-1212.

### Instructional Resource Centre Clients

**Location:** Mohawk College, Fennell Campus, Fennell Avenue and West 5th Street, P.O. Box 2034, Hamilton.  
**Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5. **Types of Information Maintained:**

Name, address, date of birth, service information, status in college, project information. **Categories of Users:** Instructional Resource staff. **Uses:** Maintain a record of clients. **Categories of Individuals in Bank:** Instructional Resource Centre clients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer codes. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Instructional Resource Centre, Mohawk College of Applied Arts and Technology, Fennell Avenue and West 5th Street, P.O. Box 2034, Hamilton, Ontario, L8N 3T2, telephone: (416) 575-1212.

## Finance and Resources

The Vice-President, Finance and Resources is responsible for policy and administrative support services in non-academic areas such as administration, audit and operational review, computer services, consumer services, corporate services, development and alumni relations, finance, library resource centres, medical services, and physical plant.

### Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

- Graduate and Alumni Records
- Health and Medical Records
- Library Users
- Workers' Compensation

## Student Services

The Vice-President, Student Services is responsible for policy and administrative support services in all matters affecting students outside the classroom, laboratory and field trip involvement. These are cooperative education programs, counselling and career development, the Registrar's Office, athletics, student council and social activities.

### Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees
- Ontario Student Assistance Program
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History

## Access

Information and Privacy Coordinator  
Mohawk College of Applied Arts and Technology  
Fennell Avenue and West 5th Street  
P.O. Box 2034  
Hamilton, Ontario  
L8N 3T2  
Telephone: (416) 575-2087



A public reading room for the review of manuals and other information is open during regular office hours in the corporate offices, Room C111, Fennell Campus, Hamilton.

# Ministry of Municipal Affairs

## Head

Minister of Municipal Affairs  
17th floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7000

## Mandate

The ministry is responsible for local government and community planning in the province. It ensures that municipalities have the legislative authority to respond to changing needs and provides management, administrative and financial support. The ministry encourages sound planning at the local level and renewal activity in municipalities through financial and technical assistance. It is also responsible for the Niagara Escarpment Commission.

## Organization

The ministry is organized into two wings, Municipal Affairs and Community Planning, with other branches that report directly to the deputy minister – Corporate Planning and Coordination Unit, Municipal Education and Training Secretariat and the Ontario Municipal Audit Bureau. Each wing, central branches and the Niagara Escarpment Commission maintain their own administration and operations records.

## Divisions

The Ministry of Housing provides central human-resource, financial, legal, communications and administrative services and maintains the following common personal information banks as described in Chapter II of this directory.

Employment Equity Program  
Identity/Employee Card  
Ombudsman/Human Rights Commission  
Travel Expense Accounts  
Workers' Compensation

## Corporate Planning and Coordination Unit

The unit coordinates policy and program planning, freedom of information/protection of privacy, and maintains agency-ministry liaison. The unit also advises the deputy minister and senior management on matters related to the provision of ministry programs in French including the development of policies.

## Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act  
Requests

## Ontario Municipal Audit Bureau

The bureau is responsible for auditing provincial-municipal transfer payment programs for the ministries of Culture and Communications, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation, and Treasury and Economics.

## Personal Information Banks

None

## Municipal Education and Training Secretariat

The Municipal Education and Training Secretariat in concert with the Minister's Advisory Council administers the Municipal Education and Training Program.

## Personal Information Banks

Contain information on student applications for grants.

## Grants to Students for Research on Local Government

**Location:** Municipal Education and Training Secretariat, 11th Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4; Order in Council 1773/85. **Types of Information Maintained:** Name, address, date of birth, education, references. **Uses:** Decide eligibility for grants. **Categories of Users:** A selection committee of academics and ministry representatives, program officers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Until program completed, then select files to archives. **Official Responsible:** Director, Municipal Education and Training Secretariat, 11th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-7270.

## Municipal Affairs Wing

Maintains liaison between municipalities; provides analysis of organizational, functional and structural aspects of local government, and financial analysis and advisory services to municipalities; administers transfer payments to municipalities; and oversees the promotion and operation of local government. Comprises seven branches, 10 field offices and a secretariat, which work with the 839 Ontario municipalities.

## Personal Information Banks

Contain information relating to applicants for municipal tax rebates or grants or loans under several programs, subsidized wage programs to study or work for local government, and records on property liens to recover loans and property taxes paid on behalf of tenants of provincially owned property.

## Ontario Disaster Relief Assistance Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, and Field Services Branch, 11th Floor, 777 Bay Street, Toronto. Also some regional field services offices. Refer to the blue pages of the local telephone directory for addresses. **Legal Authority:** Order in Council 1770/85. **Types of Information Maintained:** Public agencies' and individuals' names, addresses, allowable grant paid, personal financial information. **Uses:** Determine eligibility for grants. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Individuals and public agencies suffering financial hardship as a result of natural disasters. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/municipality's name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Municipal Employment Equity Program

**Location:** Subsidies Branch, 12th Floor, and Field Services Branch, 11th Floor, 777 Bay Street, Toronto. Also some regional field services offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19. **Types of Information Maintained:** Individual's name, municipality name, address, employment history, job description, salary. **Uses:** Determine eligibility for grants. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/municipality name. **Access Controls:** Cabinets restricted to authorized users. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Municipal Affirmative Action Program

**Location:** Subsidies Branch, 12th Floor, and Field Services Branch, 11th Floor, 777 Bay Street, Toronto. Also some regional field services offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19. **Types of Information Maintained:** Individual's name, municipality name, address, employment history, job description, salary. **Uses:** Determine eligibility for grants. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/municipality name. **Access Controls:** Cabinets restricted to authorized users. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Municipal Energy Audit Program

**Location:** Subsidies Branch, 12th Floor, and Field Services Branch, 11th Floor, 777 Bay Street, Toronto. Also some regional field services offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:**

Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19. **Types of Information Maintained:** Individual's name, municipality name, address, allowable grant paid, personal financial information. **Uses:** Determine eligibility for grants. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Individuals and public agencies suffering financial hardship as a result of natural disasters. **Policies and Practices – Storage:** Paper. **Retrievability:** Individual's/municipality name. **Access Controls:** Cabinets restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Property Liens For Recovery of Municipal and School Tax Loans Provided Until 1980

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Municipal and School Tax Credit Assistance Act, R.S.O. 1980, c.285, s.2. **Types of Information Maintained:** Names and addresses of property owners, year of receipt of loans, amount received, property lien number, sequence number. **Uses:** Maintain a record of liens placed on property for purposes of recovering property tax loans. **Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Individuals who received loans for payment of municipal and school board taxes. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Municipality, lien sequence numbers and name. **Access Controls:** File cabinet and computer access restricted to program officers. **Retention and Disposal:** Two years after discharge of lien, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Shoreline Property Assistance Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Shoreline Property Assistance Act, R.S.O. 1980, c.471, s.3, s.4 and s.12. **Types of Information Maintained:** Name and address of property owner, description of property, proposed date of loan, amount of loan and annual rate of repayment, cost of work done, inspection and completion certificates. **Uses:** Determine eligibility for loans to owners of shoreline property for erosion control work; monitor repayment of loans and completion of work on properties. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Municipalities and individuals owning shoreline property. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality name, then property-owner's name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

## Student Involvement In Municipal Administration Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Municipal Affairs and Housing Act, 1981, S.O. 1981, c.19, s.4; Order in Council



1773/85. **Types of Information Maintained:** Application and claim forms including name, address, education. **Uses:** Establish municipalities' eligibility for subsidies to hire students for an 18-week period. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Students hired by municipalities qualifying for subsidies. **Policies and Practices – Storage:** Paper. **Retrievability:** Municipality and program year. **Access Controls:** Filing cabinets restricted to authorized users. **Retention and Disposal:** Four years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tax Reduction Program For Farmers

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5; Order in Council 1705/86. **Types of Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, commodity, dwellings, citizenship, pensioner and tax-payment status for properties assessed as farms. **Uses:** Decide eligibility for rebates on property taxes paid. **Categories of Users:** Authorized staff of the Ministry of Agriculture and Food, the Farm Tax Appeal Board and the Ministry of Municipal Affairs. **Categories of Individuals in Bank:** Owners of property assessed as farms in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Assessment roll number and name. **Access Controls:** Filing cabinet restricted to authorized users. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tax Reduction Program For Managed Forests

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.4; Order in Council 1771/86. **Types of Information Maintained:** Name, address, assessment roll number, assessed value, tax amount, acreage, Woodlands Improvement number, citizenship, pensioner and tax-payment status for properties deemed to be managed forests in Ontario. **Uses:** Decide eligibility for rebates on property taxes. **Categories of Users:** Ministry of Natural Resources program officer, Ministry of Municipal Affairs. **Categories of Individuals in Bank:** Owners of property deemed to be managed forest property in Ontario. **Policies and Practices – Storage:** Paper. **Retrievability:** Filing cabinets restricted to authorized users. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

#### Tenants of Provincial Properties Tax Program

**Location:** Subsidies Branch, 12th Floor, 777 Bay Street, Toronto. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31, s.17. **Types of Information Maintained:** Names and addresses of tenants of provincial properties, school support, property assessment and ownership, share of property taxes paid. **Uses:** Pay municipal and school board taxes on provincial properties. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Tenants of provincial properties. **Policies and Practices – Storage:** Paper,

computer. **Retrievability:** Property assessment roll number, owner ministry and individual's name. **Access Controls:** Filing cabinet and computer with access restricted to authorized users. **Retention and Disposal:** Three years, then transferred to archives. **Official Responsible:** Director, Subsidies Branch, 12th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6193.

### Community Planning Wing

Responsible for effective land-use planning in Ontario, the Community Planning Wing ensures that municipalities are guided by sound planning principles. Administers planning legislation; advises municipalities and the public on all matters pertaining to the Planning Act; and provides grants and loans to municipalities and planning boards. It consists of five head office branches, a central Local Planning Policy Office and five field offices.

#### Personal Information Banks

None

### Affiliated Agencies

#### Niagara Escarpment Commission

The commission maintains the lands of the Niagara Escarpment and vicinity as a continuous natural environment. It ensures only development that is compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Clarksburg.

#### Personal Information Banks

None

### Public Records

Contain information relating to applications for various forms of land development within the development control area and to contraventions. Also contain public information on elected municipal officials and selected appointed officials.

#### Contraventions

**Purpose:** Record details and history of contraventions of the Niagara Escarpment Plan; provide bases for further action against contravener. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.24. **Types of Information Maintained:** Name, address, location, correspondence, reports. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

#### Development Permit Applications

**Purpose:** Provide data from which the commission can decide on land usage in the escarpment. **Legal**

**Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.23(2)(b). **Types of Information Maintained:** Name, address, location, ownership, construction details, site plan, list of owners within 400 feet, correspondence, appeals, final decisions. **Policies and Practices – Retrievability:** Application number cross-referenced to name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Clarksburg Office, 11-13 Marsh Street, P.O. Box 9, Clarksburg, Ontario, N0H 1J0, telephone: (519) 599-3340; Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191; Grimsby Office, 166 Main Street West, Grimsby, Ontario, L3M 1S3, telephone: (416) 945-9235.

## Municipal Officials

**Purpose:** Publish Municipal Directory. **Legal Authority:** Municipal Act, R.S.O. 1980, c.302, s.84; Ministry of Municipal Affairs and Housing Act, S.O. 1981, c.19, s.4(1)(a) and s.4(4). **Types of Information Maintained:** Names and titles of elected municipal officials and certain appointed officials. **Policies and Practices – Retrievability:** Name, municipality, locality characteristics. **Retention and Disposal:** Three years, to coincide with municipal elections, then destroyed. **Access Procedures:** Director, Provincial Municipal Affairs Secretariat, 13th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6283.

## Plans Amendment Applications

**Purpose:** Provide bases for commission's decisions, public hearings, minister's and Cabinet's decision on amendments to the Niagara Escarpment Plan. **Legal Authority:** Niagara Escarpment Planning and Development Act, R.S.O. 1980, c.316, s.12. **Types of Information Maintained:** Name, address, property owner, location, proposed change to designation, final decision. **Policies and Practices – Retrievability:** Application number and name. **Retention and Disposal:** Retained indefinitely, then transferred to archives. **Access Procedures:** In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

## Access

Information and Privacy Coordinator  
Ministry of Municipal Affairs  
777 Bay Street  
Toronto, Ontario  
M5G 2E5  
Telephone: (416) 585-7000



A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

# Minister Responsible for Native Affairs

## Head

Minister Responsible for Native Affairs  
18th Floor, 18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-1664

## Mandate

The Minister Responsible for Native Affairs develops and coordinates government-wide Native Affairs policy and monitors the development and delivery of line ministry programs affecting Native people.

## Organization

The Attorney General of Ontario is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Directorate supports the minister in carrying out his mandate.

### *Ontario Native Affairs Directorate*

The office supports the Attorney General in his capacity as Minister Responsible for Native Affairs and as chairman of the Cabinet Committee on Native Affairs.

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of the Attorney General  
18 King Street East  
Toronto, Ontario  
M5C 1C5  
Telephone: (416) 965-4836



A public reading room for the review of manuals and other information is open during regular office hours on the fourteenth floor at 18 King Street East, Toronto.

# Ministry of Natural Resources

## Head

Minister of Natural Resources  
6th Floor, Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3  
Telephone: (416) 965-1301

## Mandate

To provide continuous social and economic benefits from both the development and the conservation of natural resources. To ensure the wise use of natural resources and protect life and property from forest fires, floods and erosion.

## Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister, the Administration Division and four program groups – Finance and Administration, Forest Resources, Lands and Waters, and Outdoor Recreation. The field organization is structured around a Northern Ontario Office and a Southern Ontario Office each with four regional offices. Each regional office maintains between five and eight district offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries concerning the records of this group should be addressed to the Ministry of Northern Development and Mines.

## Divisions

### Office of the Deputy Minister

The office provides staff support in the areas of policy development coordination, land-use planning, and environmental assessment programs to the deputy minister. Also responsible for briefing the minister and coordinating strategic planning for the ministry.

### Personal Information Banks

Contain information concerning employees who report cases of conflict of interest.

### Conflict of Interest

**Location:** Deputy Minister's Office, 6th Floor, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, s.20. **Types of Information Maintained:** Employee's name, documentation concerning conflict of interest. **Uses:** Determine whether or not there is a conflict of interest when staff carry on non-ministry activities or bid on ministry contracts. **Categories of Users:** Deputy minister, employees. **Categories of Individuals in Bank:** Employees reporting conflicts of interest to the deputy minister. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to deputy minister. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Deputy Minister, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2704.

### Administration Division

The division is responsible for providing administrative support and services for ministry programs. Comprises four offices: Communications; Legal Services; Personnel Services; and Affirmative Action. Also includes the Finance and Administration Group which comprises four branches: Administrative Services; Financial Resources; Internal Audit; and Systems Services.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning and Training
- Central Attendance Recording System (CARS)
- Identity/Employee Card
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expenses
- Workers' Compensation

Also contain general information relating to financial, legal, communications and administration matters.

### Accounting System for Aggregates

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Pits and Quarries Control Act, R.S.O. 1980, c.367; R.R.O. 1980, Reg. 784, s.2(7). **Types of Information Maintained:** Operator's name, address, licence number, collateral held in trust. **Uses:** Maintain records of collateral deposits and refunds. **Categories of Users:** Branch administrative staff, program specialists, district inspectors, legal and accounting firms for



audit purposes. **Categories of Individuals in Bank:** Aggregate operators. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, licence number. **Access Controls:** Computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts – Acreege Tax, Leases, and Licences of Occupation**

**Location:** Revenue Section, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.15, s.19 and s.39; Mining Act, R.S.O. 1980, c.268, s.207. **Types of Information Maintained:** Name, address, amount of rent, description of property, financial transactions pertaining to the property. **Uses:** Billing; collect fees. **Categories of Users:** Mining companies, ministry officials. Public access to names, addresses, and amount of rent. **Categories of Individuals in Bank:** Licence and lease holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, account number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Perpetuity. **Official Responsible:** Supervisor, Revenue Section, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2770.

#### **Accounts Receivable – Land Sales and Water Power**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40. **Types of Information Maintained:** Company's/individual's name and address, account numbers, lease and sale numbers, property descriptions, leases. **Uses:** Maintain records of land and water power payments; bill and collect revenue for land sales/water power payments; maintain record of patented lands. **Categories of Users:** Staff of Lands and Waters Group, Titles Section, Financial Planning and Program Evaluation Section. **Categories of Individuals in Bank:** Private and government bodies producing water power, municipalities, ministries, individuals purchasing Crown land. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and lease number, sale number. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts Receivable – Mining Accounts Receivable System (MARS)**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.44, s.94, s.192 and s.202. **Types of Information Maintained:** Individuals/company's name, address, account number. **Uses:** Bill for and collect revenue from mining and gas leases, licences of occupation, exploratory licences, etc., and acreage tax on patented mining lands. **Categories of Users:** Staff of Lands and Waters Group, Acreage Tax Roll Lands and Leases and designated staff of the Ministry of Northern Development and Mines. Public access to

names, addresses, rentals and tax. **Categories of Individuals in Bank:** Mining companies, individual free-holders (patented mining land) and leaseholders and licencees conducting mining activity on public and private properties. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, account number. **Access Controls:** Computer password. **Retention and Disposal:** 10 years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Accounts Receivable – Timber Accounts Receivable System (TARS)**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.11(2). **Types of Information Maintained:** Operator's name, address, customer and licence numbers. **Uses:** Bill for and collect revenue from stumpage and area charges for the removal of trees; maintain record of agreements, liens, etc. **Categories of Users:** Staff of Timber Sales Branch, regional and district offices. **Categories of Individuals in Bank:** Companies/individuals licenced to remove trees from Crown properties. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Customer name, number and/or licence number. **Access Controls:** Computer password, cabinets restricted to designated ministry staff. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Agreements and Contracts**

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Interpretations Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, financial arrangements, payments, terms of agreement, bonds, record of tenders opened, awards made. **Uses:** Establish terms and conditions of contracts between the Crown and contractors. **Categories of Users:** Administrative officials in federal, provincial, and municipal governments and parties to the agreement/contract. **Categories of Individuals in Bank:** Federal, provincial, and municipal government agencies and contractors in the private sector who are a party to a contract. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 21 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 967-2748.

#### **Claims and Legal Proceedings**

Information relating to accident claims, seizures, proceedings against the Crown, fatalities, bankruptcy reports and prosecutions is maintained in nine separate and distinct banks that can be described as follows.

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources

Act, R.S.O. 1980, c.285, and various acts administered by the ministry. **Types of Information Maintained:** Name, address, sex, age, accident reports, claim, charges, articles seized, compensation claims, cause of death, financial statements, penalties, employment. **Uses:** Provide bases for possible litigation or preparation for prosecutions; resolve claims; evaluate cause of accident. **Categories of Users:** Ministry administrative officials. The Attorney General and the Coroner's Office have access to some banks. **Categories of Individuals in Bank:** Individuals reporting accidents, charged with violations, pursuing litigation proceedings, identified in court action, owing the ministry money, or who have declared bankruptcy, or died in circumstances which may involve the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated Legal Services staff. **Retention and Disposal:** Maximum 20 years, then transferred to archives, some not determined. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

#### **Driver Training, Testing, and Ministry Vehicle Accidents Records**

**Location:** Personnel Services Branch, 99 Wellesley Street West, Toronto. Also regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Names, age, driver's license number, address, results of vision tests. **Uses:** Determine driver's qualifications. **Categories of Users:** Managers, safety officers, regional coordinators. **Categories of Individuals in Bank:** Classified and unclassified employees driving ministry vehicles. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or driver's licence. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Personnel Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-3825. Safety supervisors in regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

#### **Land Titles, Expropriations and Business Acquisitions**

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.8; Public Lands Act, R.S.O. 1980, c.413, s.2, s.16, and s.23(3); Expropriations Act, R.S.O. 1980, c.148; Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Name, quit claim deeds, affidavits, notice to vacate lands, licences, assets, settlements, location of property. **Uses:** Determine legal entitlement to lands; evict those occupying Crown lands without authorization; obtain minister's approval to expropriate land; acquire commercial fishing businesses; determine compensation. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Individuals occupying land without authorization or whose title is in dispute, from whom the ministry is attempting to expropriate land, or whose commercial fishing business has been purchased by the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** 10 years, then transferred to archives.

**Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

#### **Legal and Quasi-Legal Hearings and Inquiries**

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285; and various specific acts such as the Pits and Quarries Control Act, R.S.O. 1980, c.378. **Types of Information Maintained:** Name, address, licences, permits, financial information, appeals judgements, investigation reports, medical information, hearing board documents, charges. **Uses:** Provide basis for hearings; resolve complaints; prepare evidence for appeals to determine whether or not permits should be renewed, refused or cancelled. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Individuals appealing ministry decisions, lodging complaints with the Ombudsman or appeals with the Mining and Lands Commissioner, or who have had pits and quarry licences renewed or refused. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Cabinets restricted to designated ministry staff. **Retention and Disposal:** Maximum 20 years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

#### **Licence Issuers**

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.43(2); Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name of licence issuer, business location, telephone number, licence types and quantities sent, revenue received/owed, account number. **Uses:** Maintain an inventory of fish and wildlife licences; maintain accounts receivable. **Categories of Users:** Staff of Licence Issuing Section, Outdoor Recreation Group, Communications Services Branch. **Categories of Individuals in Bank:** Individuals appointed by the Minister of Natural Resources as issuers of fish and wildlife licences. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Account number. **Access Controls:** Computer password, locked storage. **Retention and Disposal:** Five years after resignation, then destroyed. **Official Responsible:** Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### **Orders in Council**

**Location:** Legal Services Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, and 19 acts administered by the ministry. **Types of Information Maintained:** Name, address, salary, Social Insurance Number. **Uses:** Make appointments to agencies, boards and commissions. **Categories of Users:** Ministry administrative officials. **Categories of Individuals in Bank:** Public servants, ministries, government agencies, private citizens. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, and Order in Council number. **Access Controls:** Cabinets restricted to designated Legal Services staff. **Retention and Disposal:** Eight

years, then transferred to archives. **Official Responsible:** Director, Legal Services Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2748.

#### **Staff Transfers to Ministry of Northern Development and Mines**

**Location:** Management Planning and Analysis, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, position of employee transferred to new Ministry of Northern Development and Mines. **Uses:** Record people, ceiling dollars, positions transferred. **Categories of Users:** Director, Management Planning and Analysis staff, selected senior executives. **Categories of Individuals in Bank:** Employees transferred to Ministry of Northern Development and Mines. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, function, position. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Management Planning and Analysis, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-4143.

### **Forest Resources Group**

The group proposes and develops major long-term policies and priorities for the forest-management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, timber licencing, pest control, private land, forest productivity and technology transfer.

#### **Personal Information Banks**

Contain information relating to permits, licences, contractors, agreements and participants in various programs.

#### **Forester Eligibility Records**

**Location:** Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285, s.2. **Types of Information Maintained:** Name, address, education record. **Uses:** Maintain lists of eligible candidates for short- or long-term contract or permanent employment. **Categories of Users:** Field and main office managers. **Categories of Individuals in Bank:** Graduate foresters, foresters-in-training, graduates of training programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Professional Development Coordinator. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3.

#### **Hybrid Poplar Program – Participants**

**Location:** Ontario Tree Improvement and Forest Biomass Institute, Maple. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name,

address, characteristics of property where hybrid poplar cuttings to be grown. **Uses:** Mailing. **Categories of Users:** Ontario Tree Improvement and Forest Biomass Institute staff. **Categories of Individuals in Bank:** Individuals participating in "hy-pop" (hybrid poplar) program in 1983/84 and 1984/85. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and region. **Access Controls:** Restricted to designated staff. **Retention and Disposal:** Not determined. **Official Responsible:** Technology Transfer Specialist, Ontario Tree Improvement and Forest Biomass Institute, Maple, Ontario, LOJ 1E0, telephone: (416) 832-2761.

#### **Opportunities for Development**

**Location:** Human Resources Branch, Room 4530, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.108, s.4(f), R.R.O. 1980, Reg. 881, s.5, s.22. **Types of Information Maintained:** Resumes and participant's qualifications in accordance with project requirements. **Uses:** Determine skills and experience required for matching appropriate candidates with specific projects. **Categories of Users:** Human Resources staff, line managers. **Categories of Individuals in Bank:** Individuals submitting resumes for short-term interministry projects. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, Room 4530, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-3825.

#### **Private Container-Production Facilities with Multi-Year Agreements**

**Location:** Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name, address. **Uses:** Reference; record agreements. **Categories of Users:** Forest Resources Branch staff and forest management field staff. **Categories of Individuals in Bank:** Private container-stock (tree seedling) producers with multi-year agreements. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Stock Production Unit supervisor. **Retention and Disposal:** Variable, then destroyed. **Official Responsible:** Director, Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3.

#### **Private Tree-Planting Contractors**

**Location:** Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Name, address. **Uses:** Maintain list of contractors eligible to bid on tree-planting contracts. **Categories of Users:** Ministry forestry and field staff. **Categories of Individuals in Bank:** Private tree-planting contractors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to Program Control Section manager. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3.



## Scaler's Licences

**Location:** Timber Sales Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109. **Types of Information Maintained:** Name, address, licence number, scaling course attendance and results, scaling refresher course history, other education, Social Insurance Number. **Uses:** Issue licences; update eligibility lists of licensed timber scalers. **Categories of Users:** Wood Measurement Section staff. **Categories of Individuals in Bank:** Public- and private-sector licencees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, licence number. **Access Controls:** Computer password. **Retention and Disposal:** Updated annually, then transferred to archives. **Official Responsible:** Supervisor, Wood Measurement Section, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3.

## Timber Cutting Permits

**Location:** Timber Sales Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. Regional and district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.2 to s.7; Woodland Improvement Act, R.S.O. 1980, c.535, s.3. **Types of Information Maintained:** Name, address, telephone number, description of property being cut, volume and values to be cut, payments. **Uses:** Record volumes cut and revenues received. **Categories of Users:** Ministry forestry staff. **Categories of Individuals in Bank:** Permit holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and permit number. **Access Controls:** Computer password, cabinets restricted to designated ministry staff. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Director, Timber Sales Branch, Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3. Also regional foresters and district forest supervisors. Refer to the Government of Ontario Telephone Directory for addresses.

## Woodlands Improvement Act – Agreement Holders

**Location:** Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie. **Legal Authority:** Woodlands Improvement Act, R.S.O. 1980, c.535, s.2. **Types of Information Maintained:** Name, address. **Uses:** Maintain mailing list for forestry-education and forest-management material. **Categories of Users:** Forest Resources staff, communications staff. **Categories of Individuals in Bank:** Individuals holding agreements under the Woodlands Improvement Act. **Policies and Practices – Storage:** Cards. **Retrievability:** Cardex identification number. **Access Controls:** Cabinets restricted to designated staff. **Retention and Disposal:** 15 years, then transferred on microfilm to archives. **Official Responsible:** Director, Forest Resources Branch, Box 1000, 258 Queen Street East, Sault Ste. Marie, Ontario, P6A 5N3.

## Outdoor Recreation Group

The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the

commercial use of fishery and wildlife resources. Fisheries Branch manages the fisheries resources of Ontario, including planning and coordinating commercial uses and sport-fishing opportunities. Parks and Recreation Areas Branch is responsible for operations, planning and development in provincial parks. Wildlife Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands, and commercial trapping.

## Personal Information Banks

Contain information on individuals seeking permits and licences.

### Camping and Vehicle Permits, Reservations, Credit Card Sales and Refund Slips

**Location:** Individual provincial parks offering camping and/or reservations. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401; R.R.O. 1980, Reg. 882; Interpretation Act, c.219, s.27(b). **Types of Information Maintained:** Registered camper's name, address, vehicle licence number, names of other campers in party, credit card number, senior citizen number. **Uses:** Reserve campsites; authorize permit holder and members of his/her party to occupy the designated campsite until the departure date; emergency or enforcement purposes. **Categories of Users:** Park clerks, gatehouse attendants, park superintendents and their assistants. **Categories of Individuals in Bank:** Individuals occupying or reserving campsites in provincial parks. **Policies and Practices – Storage:** Paper. **Retrievability:** Various (e.g., name of registered camper, arrival date, transaction number, campsite number). **Access Controls:** Locked cabinet. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Parks and Recreational Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5160. Also, park superintendents. Refer to the Government of Ontario Telephone Directory for addresses.

## Commercial Fishing and Bait-Fish Licences

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, designated fishing area. **Uses:** Evaluate suitability of applicant for a commercial fishing licence; control the number of bait-fish licences issued. **Categories of Users:** Branch administrative staff, program specialists, field staff. **Categories of Individuals in Bank:** Licence holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Licence number and name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Maximum 10 years, then destroyed. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

### Community Fisheries Involvement Program (CFIP) – Project Proposals

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980,



c.182, s.3; Interpretation Act, R.S.O. 1980, c.219, s.27(b).  
**Types of Information Maintained:** Name and address of club, group, organization or individual, landowner's letter of permission. **Uses:** Evaluate the suitability of projects; evaluate eligibility for CFIP funding. **Categories of Users:** CFIP administrative staff in branches, regions and districts. **Categories of Individuals in Bank:** Project proponents, landowners. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, location. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Community Fisheries Involvement Program (CFIP) Coordinator, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-7885.

### Enforcement Officers' Daily Reports

**Location:** District and regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, badge number of conservation officers, deputy conservation officers and park wardens, summary of charges, warnings. **Uses:** Draw up work plans, budgets, work schedules; create training programs; provide basis performance reviews, law enforcement reports. **Categories of Users:** Officers, managers, supervisors. **Categories of Individuals in Bank:** Ministry of Natural Resources law enforcement officers, program managers and supervisors. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Maximum three years, then destroyed. **Official Responsible:** Enforcement Supervisor, regional and district offices. Refer to the Government of Ontario Directory for addresses.

### Fishing Permits – Scientific Collectors

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Ontario fishery regulations made under the Fisheries Act, R.S.C. 1970, c.849, s.1(79-131). **Types of Information Maintained:** Name, address, affiliation, associates. **Uses:** Control the sampling of native fish species by private organizations. **Categories of Users:** Ministry fisheries staff and enforcement staff. **Categories of Individuals in Bank:** Permit holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Permit number and name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

### Fishing Preserves and Fish Propagation – Licences

**Location:** Fisheries Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182, s.12; R.R.O. 1980, Reg. 433; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, telephone number, location of rural property. **Uses:** Issue licences. **Categories of Users:** Ministry fisheries and enforcement staff. **Categories of Individuals in Bank:** Individuals licensed to maintain off-season fishing

operations or to legally raise and sell fish. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and licence number. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Fisheries Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5947.

### Fur Administration

Licensing and administration data for the trapping, buying, selling, exporting and sealing of furs are maintained in 13 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 415 and Reg. 420. **Types of Information Maintained:** Name, address, and, in some banks, age, date of birth, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement. **Categories of Users:** Wildlife and enforcement staff. **Categories of Individuals in Bank:** Trappers, fur buyers, dealers, importers, farmers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street, West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Hunter Education

Data on the education, training and licensing of hunters are maintained in three separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 418; Interpretation Act, R.S.O. 1980, c.219, s.27(b). **Types of Information Maintained:** Name, address, Social Insurance Number, sex, date and place of birth, languages spoken, height, weight, criminal history. **Uses:** Administration; maintain identification records; law enforcement. **Categories of Users:** Ministry hunter education coordinators. **Categories of Individuals in Bank:** Potential hunter education instructors, new hunters. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

### Hunting Licences

Licensing and administration data for game hunting are maintained in 26 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** O. Reg. 233/82; R.R.O. 1980, Reg. 420, Reg. 421 and Reg. 422. **Types of Information Maintained:** Name, address, date of birth, and, in some banks, hair and eye colour, height, weight. **Uses:** Issue licences; maintain identification records; law enforcement.

**Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Hunters, tourist outfitters. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

## Intelligence Reports

**Location:** Special Investigations Unit, Conestoga Drive, Cambridge. **Legal Authority:** Criminal Code, R.S.C. 1970, c.C-34; Fisheries Act (federal), Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Name, address, date of birth, height, weight, sex, driver's licence number, Social Insurance Number, distinguishing features, citizenship, spouse, present employers, bank. **Uses:** Special investigations; background information. **Categories of Users:** Coordinator of special investigations, special investigators, field conservation officers. **Categories of Individuals in Bank:** Individuals and companies suspected of being involved in large-scale illegal operations. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Maximum three years, then destroyed. **Official Responsible:** Coordinator, Special Investigations Unit, Conestoga Drive, Cambridge, Ontario, telephone: (519) 740-1310.

## Law-Enforcement Courses – Candidates

**Location:** Enforcement Specialist's Office, Outdoor Recreation Group, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, examinations and final marks for each candidate. **Uses:** Review performance; make recommendations for promotions, transfers, secondments. **Categories of Users:** Law enforcement program managers. **Categories of Individuals in Bank:** Candidates for courses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Not determined. **Official Responsible:** Enforcement Specialist, Outdoor Recreation Group, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5661.

## Miscellaneous Wildlife Applications, Permits and Licences

Data on permissions, licencing and administration in areas of the wildlife program other than furs, hunting, and education (e.g., the exportation of game animals, wild rice harvesting, the propagation, possession and selling of species, the operation of preserves, and guide licences) are maintained in 16 separate and distinct banks that can be described as follows.

**Location:** Wildlife Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** R.R.O. 1980, Reg. 404, Reg. 416, Reg. 417, Reg. 420 and Reg. 430. **Types of Information Maintained:** Name, address and, in some banks, age, height, weight, hair and eye colour. **Uses:** Issue licences; maintain identification records; law enforcement.

**Categories of Users:** Ministry staff. **Categories of Individuals in Bank:** Exporters (resident and non-resident), wild rice harvesters, hunters, trappers, farmers, preserve operators, collectors, guides, propagators/sellers of game birds. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Wildlife Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-4252.

## Offence, Seizure and Prosecution Reports

**Location:** Enforcement Specialist's Office, 99 Wellesley Street West, Toronto. **Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182; Fisheries Act (federal), Migratory Birds Convention Act, (federal). **Types of Information Maintained:** Violations and violator's name, address, driver's licence, date of birth, time of infraction, charging officer and court results. **Uses:** Provide basis for legal proceedings for offences under any statute enforced by Ministry of Natural Resources; maintain law enforcement reports. **Categories of Users:** Law enforcement officers, law enforcement program managers/supervisors, courts and other law enforcement agencies. **Categories of Individuals in Bank:** Violators of statutes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to law enforcement officers. **Retention and Disposal:** Maximum to 20 years, then transferred to archives. **Official Responsible:** Enforcement Specialist, Outdoor Recreation, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5661.

## Official Warning in Lieu of Formal Charges

**Location:** Enforcement Specialist's Office, Outdoor Recreation Group, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, age, vehicle, vehicle owner. **Uses:** Issue written warnings to offenders for violations of parks, fish and wildlife legislation. **Categories of Users:** Law enforcement officers/supervisors issuing warnings. **Categories of Individuals in Bank:** Offenders and law enforcement officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Restricted to law enforcement officers. **Retention and Disposal:** Maximum 2 years, then destroyed. **Official Responsible:** District or park office law enforcement officers. Refer to the Government of Ontario Telephone Directory for addresses.

## Park Complaint and Occurrence Reports

**Location:** Parks and Recreational Areas Branch, 99 Wellesley Street West, Toronto. **Legal Authority:** The Provincial Parks Act, R.S.O. 1980, c.401. **Types of Information Maintained:** Complainant's name, address, telephone number, may include name of violator, statutes violated, evictions and warnings. **Uses:** Report weekly park statistics for charges laid, rowdiness, occurrences, evictions, types of charges. **Categories of Users:** Parks law enforcement program managers. **Categories of Individuals in Bank:** Complainants, security officers and park wardens. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Restricted to designated parks

and enforcement staff. **Retention and Disposal:** Maximum 5 years, then destroyed. **Official Responsible:** Director, Parks and Recreation Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-5160.

### Tenders for Concessions

**Location:** Parks and Recreation Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto. Also field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Provincial Parks Act, R.S.O. 1980, c.401, s.7(3). **Types of Information Maintained:** Home and business addresses, signature of tenderer, signature of witness, tender number, type of concession. **Uses:** Record agreements between Crown and concession operators. **Categories of Users:** District Manager, Park staff at Regional Office, Main Office Branches. **Categories of Individuals in Bank:** Individuals tendering for concessions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, concession type. **Access Controls:** Locked cabinet. **Retention and Disposal:** Maximum five years, then destroyed. **Official Responsible:** Director, Parks and Recreation Areas Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-5160.

## Lands and Waters Group

The group is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural-resource issues.

### Personal Information Banks

Contain information relating to public lands.

#### Public Lands – Disposition and Tenure

**Location:** Titles Section, Whitney Block, 99 Wellesley Street West, Toronto. Regional and district offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413 and the regulations pertaining thereto. **Types of Information Maintained:** Name, address, telephone number, occupation, age, location of property applied for. **Uses:** Issue tenure documents; provide information on the form of tenure; collect fees; investigate cases of unauthorized occupation. **Categories of Users:** District land supervisors and their technical staff, regional and main office administrative staff, applicants for public lands with respect to their own personal information, Ombudsman. **Categories of Individuals in Bank:** Applicants for public lands. **Policies and Practices – Storage:** Paper. **Retrievability:** Location and file number, then name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Perpetuity. **Official Responsible:** Supervisor

of Titles, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-1319. Also Regional Directors. Refer to Government of Ontario Telephone Directory for addresses.

## Southern Ontario and Northern Ontario Field Offices

Southern Ontario, with the northern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in southern Ontario. There are four regional offices and 21 district offices in southern Ontario.

Northern Ontario, with the southern administrative boundary of the French-Mattawa rivers, is headed by an assistant deputy minister responsible for the delivery of all ministry programs in northern Ontario. There are four regional offices, 26 district offices, and the Aviation and Fire Management Centre in northern Ontario.

### Personal Information Banks

Contain information relating to the operation and administration of ministry programs and responsibilities in the southern and northern Ontario field offices, including their respective regional and district offices.

#### Accommodation or Hunting Services – Certificates

**Location:** Northwestern Regional Office, P.O. Box 5160, 810 Robertson Street, Kenora. **Legal Authority:** O. Reg. 492/83. **Types of Information Maintained:** Name and address of hunting service or tourist accommodation proprietors, name and address of non-resident bear or deer hunters or immediate resident relatives, bear- and deer-hunting reports. **Uses:** Analyse compliance with regulations; obtain non-resident bear- and deer-harvest information. **Categories of Users:** Regional wildlife specialist. **Categories of Individuals in Bank:** Proprietors of hunting services or tourist accommodations, non-resident bear and deer hunters. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Names. **Access Controls:** Locked room, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Wildlife Specialist, Northwestern Region, P.O. Box 5160, 810 Robertson Street, Kenora, Ontario, P9N 3X9, telephone: (807) 468-3111.

#### Boat-Cache Decal Holders – Northwestern Region

**Location:** Northwestern Regional Office, P.O. Box 5160, 810 Robertson Street, Kenora. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2. **Types of Information Maintained:** Numbers, makes, models, sizes, registration numbers and locations of boats cached in the northwestern region, names and addresses of boat owners. **Uses:** Maintain inventory; control boats cached on Crown land. **Categories of Users:** Ministry lands, fisheries and timber staff. **Categories of Individuals in Banks:** Commercial operators, resource users, residents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access and Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined.



**Official Responsible:** Deputy Regional Director, North-western Region, P.O. Box 5160, 810 Robertson Street, Kenora, Ontario, P9N 3X9, telephone: (807) 468-3111.

#### Forest Fire Personnel – Qualifications

**Location:** Fire Operations Headquarters, P.O. Box 310, 747 Queen Street East, Sault Ste. Marie. Also regional fire centres. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, rank, qualifications. **Uses:** Select staff for firefighting operations. **Categories of Users:** Fire managers, district managers, regional directors, Fire Duty Officer. **Categories of Individuals in Bank:** Natural Resources staff. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, position title, location. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Updated as changes occur, or every 12 months, then destroyed. **Official Responsible:** Program Manager, Fire Operations Headquarters, P.O. Box 310, Ontario Government Building, 747 Queen Street East, Sault Ste. Marie, P6A 5L8, telephone: (705) 942-1800. Also Fire Management Program Manager in regional offices. Refer to the Government of Ontario Telephone Directory for addresses.

#### Junior Ranger Program

**Location:** District offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Ratings of junior rangers, comments on ratings. **Uses:** Rate performance; provide information to potential employers. **Categories of Users:** District manager; prospective employers, including government ministries, with consent of the individual. **Categories of Individuals in Bank:** 17-year-olds accepted into the Junior Ranger Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** District Manager in the district where Junior Ranger camp is located. Refer to the Government of Ontario Telephone Directory for addresses.

#### Lakes and Rivers Improvement Act – Submissions

**Location:** Many district offices and regional offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Lakes and Rivers Improvement Act, R.S.O. 1980, c.229, s.14(1). **Types of Information Maintained:** Name, address, location of site, size and type of dam, application for location approval, application for approval of plans and specifications. **Uses:** Maintain records; provide basis for review and approval; maintain an inventory of dams. **Categories of Users:** Regional and district administrative and technical staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Location (lot, concession, township), name of applicant, watercourse. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Engineer and District Manager. Refer to the Government of Ontario Telephone Directory for addresses.

#### Land Rentals Accounts Receivable System (RARS)

**Location:** Financial Resources Branch, 99 Wellesley Street West, Toronto. District offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2, s.14, s.15, s.39 and s.40; Provincial Parks Act, R.S.O. 1980, c.401, s.21(1)(f). **Types of Information Maintained:** Individuals'/company's name, address, Algonquin and Rondeau Park leases, easements, Crown and miscellaneous leases, summer resort leases and licences of occupation, account and lease numbers, property descriptions, annual rents and locations. **Uses:** Bill for and collect revenue from Crown land leases and licences; maintain records of all transactions. **Categories of Users:** Staff of Land and Waters Group, Public Lands Section, regional and district offices. Public has access to select information. **Categories of Individuals in Bank:** Companies, individuals renting Crown land. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, account number and lease/licence number. **Access Controls:** Restricted to designated ministry staff. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** District Manager and Director, Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-2761.

#### Petroleum Resources Data System (PRDS)

**Location:** Petroleum Resources Section, Southwestern Regional Office, 659 Exeter Road, London. **Legal Authority:** Petroleum Resources Act, R.S.O. 1980, c.377. **Types of Information Maintained:** Names and addresses of licensed oil and gas operators. **Uses:** Obtain technical information for statistical purposes, reports, etc. **Categories of Users:** Ministry staff, associated governments, oil and gas industry. **Categories of Individuals in Bank:** Oil and gas producers and explorers, machine operators, land-owners and lessees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, license number, location, permit number. **Access Controls:** Restricted by supervisor, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Mineral Resources Coordinator, 659 Exeter Road (Hwy. 135), London, Ontario, N6A 4L6, telephone: (416) 661-2766.

#### Pits and Quarries Licensees

**Location:** Most district offices in Southern Ontario. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Pits and Quarries Control Act, R.S.O. 1980, c.378, s.4(1) and s.11(1). **Types of Information Maintained:** Name, address, location of property, security on deposit for rehabilitation. **Uses:** Aggregate production on a yearly basis; determine amount spent on rehabilitation each year. **Categories of Users:** Administrative staff, and pits and quarries inspectors and supervisors. **Categories of Individuals in Bank:** Licensees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Pits and Quarries Inspector in the district where the pit or quarry is located.

#### Trapline and Trapping Records

**Location:** District offices. Refer to the Government of Ontario Telephone Directory for addresses.



**Legal Authority:** Game and Fish Act, R.S.O. 1980, c.182. **Types of Information Maintained:** Trapper's name, history of traplines, harvest records, conduct. **Uses:** Administer regional trapping program; manage fur resources; decide on licence renewal, etc. **Categories of Users:** Program specialists, administrative staff, trappers. **Categories of Individuals in Bank:** Licenced trappers, fur dealers, applicants for new licences and transfers, fur sealers. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, licence number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Some for five years, then destroyed, some in perpetuity. **Official Responsible:** District Fish and Wildlife Supervisor. Refer to the Government of Ontario Telephone Directory for addresses.

#### Tree Distribution System – Program Applicants

**Location:** Some forest stations, tree nurseries. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Forestry Act, R.S.O. 1980, c.175, s.8.2. **Types of Information Maintained:** Name, address, description of property to be planted, nursery stock required and shipped, order number. **Uses:** Invoicing, stock control, shipping reports. **Categories of Users:** Nursery administrative and technical staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, planting location, order number. **Access Controls:** Computer password, restricted to designated nursery staff. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Forest station or nursery shipping technician. Refer to the Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

#### Personal Information Banks

Contain information on applicants for scaler's licences.

#### Scaler's Licences – Applications

**Location:** Timber Sales Branch, Whitney Block, Room 3612, 99 Wellesley Street West, Toronto. **Legal Authority:** Crown Timber Act, R.S.O. 1980, c.109, s.34(1). **Types of Information Maintained:** Name, address, telephone number, supervisor's recommendation. **Uses:** Determine eligibility for Scaler's Licence Course. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet, restricted to board members. **Retention and Disposal:** Not determined. **Official Responsible:** Manager (Board Chairman), Wood Measurement Section, Room 3640, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0378.

## Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing, and bait-fish licences and makes recommendations to the minister on whether or not a licence should be issued.

#### Personal Information Banks

None

### Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba, and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and for the control of the diversion of water from Lake St. Joseph to Lac Seul under specified conditions.

#### Personal Information Banks

None

### Ontario Fisheries Advisory Council

As a citizen's advisory body to the minister, the council makes recommendations on and monitors expenditures of revenues from resident sport-fishing licences.

#### Personal Information Banks

None

### Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its ten members are chosen from universities and the private and public sectors.

#### Personal Information Banks

None

### Ontario Geographic Names Board

The board investigates the background of geographic names and recommends names to be used on maps subject to the approval of the Minister of Natural Resources.

#### Personal Information Banks

None

## Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

### Personal Information Banks

Contain information on applicants to grant programs.

### Ontario Renewable Resources Research Grant Program (ORRRGP) – Applications

**Location:** Financial Resources Branch, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1980, c.285. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, nationality, professional record. **Uses:** Award grants. **Categories of Users:** Board members and selected external reviewers. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, project number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** ORRRGP Administrator, Financial Resources Branch, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 963-3049.

## Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damages along the river, its tributaries and in the Montreal area. Also responsible for the operation and coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

### Personal Information Banks

None

## Provincial Parks Council

As a citizens' advisory committee, the council reports to the minister on matters assigned to it concerning policy, planning, development and management of the provincial parks system.

### Personal Information Banks

None

## Rabies Advisory Committee

This committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community, and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

### Personal Information Banks

None

## Shoreline Management Advisory Council

The council, which has nine members, solicits public opinion about shoreline management, serves as a source of general information and assists in an advisory capacity to make recommendations to the Minister of Natural Resources on issues relating to shoreline management.

### Personal Information Banks

None

## Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise to minister on watershed management and public education about the watershed.

### Personal Information Banks

None

## Temagami Advisory Council

The Council, consisting of nine members, serves to provide advice on matters which relate to the land use and management of the natural resources in the Temagami District and to monitor and advise on the various construction phases of the Red Squirrel Road extension.

### Personal Information Banks

None

## Public Records

Contain information relating to leasing and licences of occupation for public and mining lands.

### Crown Leases – Public and Mining Lands

**Purpose:** Record ownership and lease conditions of land. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2,

s.15, s.39 and s.40; Mining Act, R.S.O. 1980, c.268. **Types of Information Maintained:** Name, address, amount of rent, property description. **Policies and Practices – Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319. Regional and district Lands Offices. Refer to the Government of Ontario Telephone Directory for addresses. Also the Land Registry Office, Ministry of Consumer and Commercial Relations. Refer to the blue pages of the telephone directory for addresses.

#### **Licences of Occupation – Public Lands and Mining Lands**

**Purpose:** Record ownership and licence conditions. **Legal Authority:** Public Lands Act, R.S.O. 1980, c.413, s.2 and s.19; Mining Act, R.S.O. 1980, c.268. **Types of Information Maintained:** Name, address, amount of rent, property description. **Policy and Practices – Retrievability:** Property description. **Retention and Disposal:** Perpetuity. **Access Procedures:** Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3, telephone: (416) 965-1319.

## **Access**

Freedom of Information and Privacy Coordinator  
Corporate Policy Secretariat  
Ministry of Natural Resources  
Room 6440, Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3  
Telephone: (416) 965-6371



A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor of the Whitney Block at 99 Wellesley Street West, Toronto, telephone: (416) 965-6319. Publications, maps and licences are available in the Public Information Centre on the main floor at this location. A public reading room is also located at each regional office. Refer to the Government of Ontario Telephone Directory for addresses.

# Niagara College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Niagara College of Applied Arts and Technology  
P.O. Box 1005  
Woodlawn Road  
Welland, Ontario  
L3B 5S2  
Telephone: (416) 735-2211

## Mandate

The mission of Niagara College is to provide a learning environment which is dedicated to satisfying the educational and skills development needs of the adult population both within and beyond the Niagara Region. Niagara College meets these needs through the provision of post-secondary, adult training and continuing education programs; targeted counselling and placement services; contract training; and specialized employer consulting services.

## Organization

Niagara College is governed by a Board of Governors. The President, as the college's chief executive officer, is responsible for the day-to-day operations of the college. Reporting directly to the President are the Vice-President, Academic; Vice-President, Administration; Executive Dean responsible for special projects; and the Director, Planning, Research and Development. The college operates from thirteen campuses/centres in the Niagara Region and offers courses in 200 different locations. Administrative headquarters are located in Welland.

## Divisions

### *Board of Governors*

The college is governed by a Board of Governors comprised of 12 appointed external members, four elected internal members, the President (ex-officio), and an Executive Secretary to the Board. The Board is responsible for corporate management and direction.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Office of the President*

The President is responsible for the overall administration of Niagara College. The Vice-President, Academic; Vice-President, Administration; Executive Dean; and the

Director, Planning, Research and Development report directly to the President.

### **Personal Information Banks**

None

### *Office of the Vice-President, Administration*

The Vice-President, Administration is responsible for the financial management and a variety of support services within the college. Reporting directly to the Vice-President are the Directors of the Computer Centre, Financial Services, Marketing and Information Services, Personnel Services, Property and Plant, Student Services and the Registrar. The division functions include the management of financial matters including budget, audit, revenue, payroll, college and student insurance; and the provision of support services including purchasing, receiving, inventory control, bookstore, computer services for academic and administrative staff and students, print materials of the college including all marketing information, student enrolment, records and registration functions, learning resource centres, telephone system, property and plant concerns, media services, financial aid and awards for students, athletics, health services, counselling, job placement, cooperative education placements, education and employment equity, pay equity and human resource management.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Co-op, Work Term, Final Job Placements  
Employee Personnel, Payroll and Benefits Records  
Graduate and Alumni Records  
Health and Medical Records  
Library Users Lists  
Ombudsman/Human Rights Commission  
Ontario Student Assistance Program  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Vocational Testing and Counselling

### *Office of the Vice-President, Academic*

The Vice-President, Academic is responsible for the development and delivery of full-time and part-time academic programs and courses in the areas of Applied Arts, Applied Science and Technology, Business and Health Sciences. Major program areas are communications, creative arts, human services, social sciences and general studies, chemical, computer, electrical, horticultural, manufacturing, mechanical, construction, apprenticeship and skilled trades training, applied management, tourism and hospitality, office administration, mathematics, specialized business program, nursing, applied health and preschool education. Also reporting to this office is the Director of Continuing Education Services who, in addition to credit and non-credit,



vocational and general interest evening courses, also administers government-sponsored programs such as Ontario Skills, Ontario Skills Development Office, Youth Employment Counselling Centres and FUTURES, and Contract Teaching Services for the Community.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Day Care Registrants
- FUTURES Program Applicants and Participants
- Health and Medical Records (dental clinic)
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees
- Teacher Workload Records (Standard Workload Form)

### ***Office of Executive Dean***

The Executive Dean has responsibility for special projects which include Coordination of Operational Reviews, Liaison with Student Administrative Council and Student Senate, Professional Development for Experienced Faculty and Support Staff, and the development of a process for the retention of students from application to graduation.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

- Professional Development

### ***Office of Director, Planning, Research and Development***

The Director, Planning, Research and Development is responsible to the President for the strategic planning process of the college, the development of new revenue-generating initiatives, international education, and the Innovation Centre.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

- Innovation Centre Clients, Registrants and Users

### **Access**

Freedom of Information and Privacy Coordinator  
President's Office  
Niagara College of Applied Arts and Technology  
P.O. Box 1005  
Woodlawn Road  
Welland, Ontario  
L3B 5S2  
Telephone: (416) 735-2211



A public reading room for the review of manuals and other information is open during regular office hours at Woodlawn Road, Welland.

# Niagara Parks Commission

## Head

Chairman of the Niagara Parks Commission  
2nd Floor, Oak Hall  
7400 Portage Road South  
P.O. Box 150  
Niagara Falls, Ontario  
L2E 6T2  
Telephone: (416) 356-2241

## Mandate

To preserve the natural integrity of Queen Victoria Park, the Niagara Parkway and other lands under its jurisdiction through restoration, preservation and beautification activities for the enjoyment of millions of yearly park visitors from all over the world, while simultaneously maintaining financial self-sufficiency.

## Organization

The commission's head office is in Niagara Falls. The commission is organized into nine departments. Programs are administered and the public is served directly by the head office as well as by retail stores, food and beverage facilities, various attractions, campgrounds, historic sites, and golf courses, located throughout the areas under the commission's jurisdiction.

## Divisions

### General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments: Administration; Attractions; Finance; Food Services; Horticulture; Planning and Development; Police; Public Relations and Advertising; and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

### Personal Information Banks

Primarily personnel-related and used for general administrative purposes. Include all employee records and files, with information pertaining to recruitment, salary, classification, labour relations and employee relations, appraisals, programs and activities. Also contain School of Horticulture student records concerning academic achievement.

#### Attendance Records

**Location:** Payroll Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, records of work

attendance. **Uses:** Record absences; provide attendance statistics. **Categories of Users:** Managers, human resources and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets secured in Payroll Office. **Retention and Disposal:** One year, then stored with inactive files in head office vault. **Official Responsible:** Director of Finance, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

#### Employment Application Inventory

**Location:** Human Resources Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Applications, name, address, resumes. **Uses:** Identify candidates for job competitions. **Categories of Users:** Managers, human resources staff. **Categories of Individuals in Bank:** Job applicants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, skill. **Access Controls:** Computer password, locked cabinets secured in Human Resources Office. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director of Human Resources, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

#### Job Competitions

**Location:** Human Resources Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Applications, name, address, resumes. **Uses:** Document hiring process; provide statistical data. **Categories of Users:** Managers, human resources staff. **Categories of Individuals in Bank:** Job applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Competition number, title of vacant position, then name. **Access Controls:** Locked cabinets secured in Human Resources Office. **Retention and Disposal:** One year, then filed with inactive records in head office vault. **Official Responsible:** Director of Human Resources, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

#### Occupational Health and Safety/Workers' Compensation Files

**Location:** Safety Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1); Workers' Compensation Act, s.20, 21, 121; Occupational Health and Safety Act, s.25, 26. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, details of injury/accident. **Uses:** Process claims under Workers' Compensation Act. **Categories of Users:** Workers' Compensation Board, safety and human resources staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets secured in Safety Office. **Retention and Disposal:** 10 years, then filed with

inactive records in head office vault. **Official Responsible:** Occupational Health and Safety Officer, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### Payroll Records

**Location:** Payroll Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports (e.g., T-4s). **Categories of Users:** Managers, human resources and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Computer password, locked cabinets secured in Payroll Office. **Retention and Disposal:** Upon termination stored with inactive files in head office vault. **Official Responsible:** Director of Finance, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### Personnel Files

**Location:** Human Resources Office, Oak Hall, 7400 Portage Road South, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, address, date of birth, work history, other basic employee data. **Uses:** Maintain personnel records; administer human resources program. **Categories of Users:** Managers, human resources and finance staff. **Categories of Individuals in Bank:** Commission employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinets secured in Human Resources Office. **Retention and Disposal:** Upon termination stored with inactive files in head office vault. **Official Responsible:** Director of Human Resources, Oak Hall, 7400 Portage Road South, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-2241.

### School of Horticulture Student Records

**Location:** School of Horticulture Building, Niagara Parkway, Niagara Falls. **Legal Authority:** Niagara Parks Act, R.S.O. 1980, c.317; as amended, S.O. 1983, c.38, s.4(1). **Types of Information Maintained:** Name, Social Insurance Number, medical information, academic history, work history, progress reports re practical and academic classwork, examination results, scholarships and awards. **Uses:** Record level of academic success in the program; determine graduation status. **Categories of Users:** Commission management, School of Horticulture staff. **Categories of Individuals in Bank:** Students of the School of Horticulture. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets secured in school administration offices, computer password. **Retention and Disposal:** Three-year student term, then stored with inactive records. **Official Responsible:** Superintendent, School of Horticulture, Niagara Parkway, Niagara Falls, Ontario, L2E 6T2, telephone: (416) 356-8554.

## Access

Information and Privacy Administrator  
The Niagara Parks Commission  
P.O. Box 150  
Niagara Falls, Ontario  
L2E 6T2  
Telephone: (416) 356-2241



A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

# Northern College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
College Northern College of Applied Arts and Technology  
P.O. Box 2002  
South Porcupine, Ontario  
P0N 1H0  
Telephone: (705) 235-3211

## Mandate

College Northern College provides practical, career-oriented education for post-secondary and adult students from the Districts of Cochrane and Temiskaming as well as other areas of Ontario.

## Organization

College Northern College is governed by a 17-member Board of Governors which includes four non-voting members from faculty, support staff, student and administration groups and the President as ex-officio member. The college is organized into four administrative divisions and one academic division comprised of the schools of Health Sciences, Business, Technology and Applied Arts. There are five campuses in Moosonee, Kapuskasing, Timmins, Kirkland Lake and Haileybury, with several smaller educational centres spread throughout the area. Administrative headquarters are located in Timmins.

## Divisions

### *Board of Governors*

The Board of Governors is appointed by the Council of Regents and establishes college goals and policies and oversees college operations. The Board has three standing committees: Executive; Finance, Administration and Properties; and Staff and Student Affairs. The college auditor and the James Bay Education Centre Advisory Board report directly to the Board of Governors.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is chief executive officer responsible for

managing the business affairs of the college. The Publicity, Planning and Information Office reports directly to the President.

### Personal Information Banks

None

### *Academic Division*

The division provides educational programs to full-time students in the schools of Business, Health Sciences, Technology, and Applied Arts. It also administers the Porcupine, Kirkland Lake, and Kapuskasing campuses as well as the Haileybury School of Mines and the James Bay Education Centre.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants

### *Student Services*

The Dean of Student Services administers student admissions and enrolment, student affairs and counselling, and marketing of the college's programs. The division also manages the student record information system for the college.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records  
Health and Medical Records (students only)  
Ontario Student Assistance Program  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Tests, Examinations and Assessments

### *Finance, Administration and Physical Plant*

The division is responsible for the management of the college's physical plant and ancillary operations (bookstore, student and staff residences) and for finance and administrative support services.

### Personal Information Banks

None



## **Human Resources**

The division provides personnel and human resource management services for the college.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records (employees only)
- Job Competitions and Applications
- Ombudsman/Human Rights Commission
- Professional Development
- Workers' Compensation

## **Special Programs**

The division is responsible for the negotiation and administration of all federal government direct and indirect seat purchase programs, continuing education, the college Innovation Centre, and Ontario government-sponsored programs such as FUTURES, Ontario Basic Skills and the Ontario Skills Development Office.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- FUTURES Program Applicants and Participants
- Innovation Centre Clients, Registrants and Users
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees

## **Access**

Freedom of Information and Privacy Coordinator  
Collège Northern College of Applied Arts and Technology  
P.O. Box 2002  
South Porcupine, Ontario  
P0N 1H0  
Telephone: (705) 235-3211



A public reading room for the review of manuals and other information is open during regular business hours at the South Porcupine Campus.

# Ministry of Northern Development and Mines

## Head

Minister of Mines  
Minister of Northern Development  
10th Floor, 10 Wellesley Street East  
Toronto, Ontario  
M4Y 1G2  
Telephone: (416) 965-3707

## Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

## Organization

The ministry is organized into four divisions and 19 branches. It has offices in Toronto and a network of two regional offices and 45 field offices throughout northern Ontario. Plans are currently underway to relocate the Deputy Minister's Office, the Corporate Services Division, the Mines and Minerals Division, and the Northern Development and Transportation Division to Sudbury. A small staff group will remain in Toronto.

## Divisions

### Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs, mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Mineral Development and Lands Branch; Ontario Geological Survey; two Mineral Development Branches (northeastern and northwestern regions); Land Management Branch; and Southern Ontario Group.

### Personal Information Banks

Contain information required for the development of mines and minerals policies, registration, and delivery of ministry programs and services.

### Assays and Analyses – Results and Requests

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.63. **Types of Information Maintained:** Individuals/company's name, address, telephone number, results of assays and analyses, claim numbers, prospector's licence numbers. **Uses:** Determine chemical and petrologic composition of minerals; compile a databank for policy, planning and statistics. **Categories of Users:** Ontario Geological Survey and Mineral Development Branch staff. **Categories of Individuals in Bank:** Individuals/companies seeking results of assays and analyses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 50 years, then destroyed. **Official Responsible:** Chief Analyst, Geoscience Laboratories, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

### Census of Mines, Quarries and Sand Pits

**Location:** Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Individuals/corporation's name, address. **Uses:** Determine economic and statistical information. **Categories of Users:** Federal and provincial mining and minerals staff. **Categories of Individuals in Bank:** Individuals operating in the mining industry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Mineral Statistics Section, Whitney Block, 99 Wellesley Street, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0211.

### Refinery Licence Records

**Location:** Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.166. **Types of Information Maintained:** Individuals/corporation's name, address. **Uses:** Maintain record of applications for refinery licences. **Categories of Users:** Mineral statistics staff. **Categories of Individuals in Bank:** Refinery licence holders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and refinery licence number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervisor, Mineral Statistics Section, Whitney Block, 99 Wellesley Street West, Toronto, Ontario, M7A 1W3, telephone: (416) 965-0211.

### Request Files

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. Also Mines and Minerals field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Individuals/company's name, address, telephone number. **Uses:** Respond to client enquiries. **Categories of Users:** Ontario Geological Survey staff. **Categories of Individuals in Bank:** Individuals/companies seeking specific information

about mines and minerals activities. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Unlocked cabinets. **Retention and Disposal:** Until the client needs are met, then destroyed. **Official Responsible:** Director, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

#### Research and Exploration Technology Grants – Applicants

**Location:** Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4. **Types of Information Maintained:** Name, address, telephone number, research proposals. **Uses:** Determine eligibility for grant programs. **Categories of Users:** Grants administrator, grants committee and accounting staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Grant number and/or name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Grants Administrator, Ontario Geological Survey, 11th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

#### Reserves/Resources from Private Companies and/or Individuals

**Location:** Ontario Geological Survey, 77 Grenville Street, 11th Floor, Toronto. Also field offices. Refer to the Government of Ontario Telephone Directory for addresses. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.4 and s.11. **Types of Information Maintained:** Individuals/company's name, address, telephone number, ore reserves and future plans. **Uses:** Provincial planning for mining and minerals. **Categories of Users:** Ontario Geological Survey staff. **Categories of Individuals in Bank:** Individuals/companies with ore reserves. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, deposit name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Precambrian Geology Section, Ontario Geological Survey, 10th Floor, 77 Grenville Street, Toronto, Ontario, M5S 1B3, telephone: (416) 965-1283.

### Northern Development and Transportation Division

The Northern Development and Transportation Division is responsible for policy and program development for northern Ontario. It also sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in northern Ontario and provides rail, bus, ferry, air and telecommunications services to northern Ontario through the Ontario Northland Transportation Commission (ONTC). The division is divided into the Northeastern and Northwestern Regional Offices and the Policy and Program Development Branch. Thirty Northern Affairs Officers provide program-delivery and information services for northern Ontario.

### Personal Information Banks

Contain information required for the registration of clients and delivery of ministry programs and services.

#### Client Enquiry and Program Files

**Location:** Interministerial and Customer Services, 56 Wellesley Street West, Toronto. Also field offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Client's name, address, telephone number, driver's licence, vehicle licence, medical information, OHIP and old age security numbers, Social Insurance Number, annual income, marital or family status, age, place of birth, parents' names, employment records, business complaints, education. **Uses:** Determine eligibility for federal and provincial programs; facilitate the completion of applications for programs and services. **Categories of Users:** Ministry administrative staff. **Categories of Individuals in Bank:** Individuals/corporations applying for or enquiring about ministry and agency programs and services. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name and ministry program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Coordinator, Interministerial and Customer Services, 56 Wellesley Street West, Toronto, Ontario, M7A 2B7, telephone: (416) 965-7665. Also the Regional Manager at the following offices: northwestern region – Northern Affairs Office, 12 Main Street South, Kenora, Ontario, P9N 1S7, telephone: (807) 468-3135; northeastern region – Northern Affairs Office, 4th Floor, 199 Larch Street, Sudbury, Ontario, P3E 5P9, telephone: (705) 675-4441.

#### Ministry Program Files

**Location:** Policy and Program Development Branch, 56 Wellesley Street West, Toronto. Also northwestern region – Northwestern Regional Office, 435 James Street South, Thunder Bay, and Northern Affairs Office, 12 Main Street South, Kenora; and northeastern region – Northeastern Regional Office, 421 Bay Street, Sault Ste. Marie, and Northern Affairs Office, 199 Larch Street, Sudbury. **Legal Authority:** Ministry of Northern Affairs Act, R.S.O. 1980, c.286, s.8. **Types of Information Maintained:** Name, address, telephone number, company ownership, proposed corporate initiatives. **Uses:** Determine eligibility for ministry programs. **Categories of Users:** Regional branch staff, ministry accounting staff. **Categories of Individuals in Bank:** Individuals/companies applying for ministry programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Client's name and program name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Director, Policy and Program Development, 56 Wellesley Street West, Toronto, M7A 2B7, telephone: (416) 965-7665. Also Director at the following offices: Northeastern Regional Office, 421 Bay Street, Sault Ste. Marie, Ontario, P6A 1X3, telephone: (705) 942-0100; and Northwestern Regional Office, 435 James Street South, Thunder Bay, Ontario, P7E 6E3, telephone: (807) 475-1585.

## Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal services, centralized word-processing services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch; Corporate Policy and Planning Branch; Financial Services Branch; Legal Services; Human Resources Branch; Relocation Project; Information Technology and Office Services; and Audit Services.

### Personal Information Banks

None

## Affiliated Agencies

### Northern Development Councils

These councils provide advice on regional economic and social matters concerning northern Ontario.

### Personal Information Banks

None

### Northern Development Councils Chairmen's Advisory Committee

The committee receives information concerning the individual development councils and provides advice on issues affecting northern Ontario.

### Personal Information Banks

None

### Northern Ontario Heritage Fund Corporation

The corporation provides advice to the government, carries out studies and provides financial assistance for the enhancement and diversification of the northern Ontario economy.

### Personal Information Banks

None

## Public Records

Contain mining claims and prospector's licences.

## Claim Tags – Sales

**Purpose:** Maintain a record of claim tags sold to individuals; verify correspondence of claim numbers to prospector's licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.55. **Types of Information Maintained:** Individual's/company's name, prospector's licence number. **Policies and Practices – Retrievability:** Name, prospector's licence number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder offices listed in the blue pages of the public telephone directory.

### Claims Index

**Purpose:** Monitor and maintain a record of mining claims in good standing. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.7. **Types of Information Maintained:** Individual's/company's name, prospector's licence number. **Policies and Practices – Retrievability:** Name, claim number. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

### Prospectors' Licences

**Purpose:** Maintain a record of the status of prospectors' licences. **Legal Authority:** Mining Act, R.S.O. 1980, c.268, s.19, s.22, s.23 and s.24. **Types of Information Maintained:** Individual's/company's name, address, prospector's licence number. **Policies and Practices – Retrievability:** Name. **Retention and Disposal:** Perpetuity. **Access Procedures:** Requests made in person, in writing or by telephone to the nine Mining Recorder offices listed in the blue pages of the public telephone directory.

## Access

Information and Privacy Coordinator  
Ministry of Northern Development and Mines  
56 Wellesley Street East  
Toronto, Ontario  
M4Y 1G2  
Telephone: (416) 963-3272



Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and in the library on the eighth floor at 10 Wellesley Street East, Toronto.



# Ontario Food Terminal Board

## Head

Chairman of the Board  
Ontario Food Terminal Board  
165 The Queensway  
Etobicoke, Ontario  
M8Y 1H8  
Telephone: (416) 259-5479

## Mandate

The responsibilities of the board are to: acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

## Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Records System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefit System (IPPEBS)  
Travel Expense Accounts  
Workers' Compensation

## Access

Information and Privacy Coordinator  
Ontario Food Terminal Board  
165 The Queensway  
Etobicoke, Ontario  
M8Y 1H8  
Telephone: (416) 259-5479



A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

# Ontario Hydro

## Head

Chairman of the Board  
700 University Avenue  
Toronto, Ontario  
M5G 1X6  
Telephone: (416) 592-6205

## Mandate

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

## Organization

The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office, nine branches, and 36 divisions including six regions. Within the six regions there are 48 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

## Divisions

### *Board of Directors and Executive*

The Board of Directors controls and directs the business and affairs of Ontario Hydro and provides direction to the chairman and president. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors, and the chairman on its behalf.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Freedom of Information and Protection of Privacy Act Requests
- Ombudsman/Human Rights Commission (as it relates to the Ombudsman)

Also contain information supporting Ontario Hydro's legal rights and contractual obligations. Common employee information banks are described under Human Resources Branch.

### **Executed Legal Documents**

**Location:** Office of the Secretary, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name

and address of employee/individual involved in legal transaction, personal financial information, details of property transactions or personal contracts. **Uses:** Maintain a record of all executed property transactions and personal contracts involving Ontario Hydro. **Categories of Users:** Solicitors, Real Estate and Security Division staff, New Business Ventures Division staff, authorized branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees involved in personal contracts (e.g., retirement agreements, foreign assignments, patents and royalties) with Ontario Hydro; individuals involved in property transactions (e.g., sales, purchases, leases and permits). **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name; township, lot and concession number; and/or document registration number. **Access Controls:** Locked vault. **Retention and Disposal:** From six years plus current then destroyed, to permanent. **Official Responsible:** Corporate Official Records Officer, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2736.

### *Audit Division*

This division provides objective assurance to management concerning the quality of internal control and the degree of economy, efficiency and effectiveness in Ontario Hydro, with a view to action being taken for improvements where warranted.

### **Personal Information Banks**

Common employee information banks are described under Human Resources Branch.

### *Law Division*

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

### **Personal Information Banks**

Common employee information banks are described under Human Resources Branch.

### *Corporate Planning Branch*

This branch helps to shape Ontario Hydro's future by meeting requirements for integrated predictions, strategies, programs and Bulk Electricity System plans and for physical research and development.

### **Personal Information Banks**

Common employee information banks are described under Human Resources Branch.

### *Corporate Relations Branch*

Corporate Relations Branch contributes to the Ontario community's and employees' understanding and acceptance

of Ontario Hydro's policies, plans and activities. The branch ensures that other units are aware of, and sensitive to, public concerns and that these factors are considered in Hydro's decision-making.

## Personal Information Banks

Contain information on senior level employees which is used for internal and external communications. Common employee information banks are described under Human Resources Branch.

### Senior Executive Biographies

**Location:** Corporate Relations Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, date of birth, education, work experience, hobbies and special interests, clubs and associations, family. **Uses:** Provide biographical information for speaking engagements, and to the media; communicate information to employees in various internal publications. **Categories of Users:** Branch communications staff, external organizations and the media. **Categories of Individuals in Bank:** Ontario Hydro employees from director to the board level. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** None. **Retention and Disposal:** 10 years after termination of employment, then transferred to archives. **Official Responsible:** Section Head, Communications Research and Analysis, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3319.

## Design and Construction Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

## Personal Information Banks

Common employee information banks are described under Human Resources Branch.

## Energy Management Branch

The goal of Energy Management Branch is to meet the requirements of Ontario Hydro for the efficient utilization of electricity and its complementary services, the utilization of heat energy and the performance of regulatory functions, in a manner that contributes to the overall benefit of the Ontario community.

## Personal Information Banks

Contain information supporting Energy Management Branch training programs for Ontario Hydro employees, municipal utility staff and electrical contractors. Also contain information relating to the identification of candidates for international assignments. Common employee information banks are described under Human Resources Branch.

## Customer Relations and Marketing Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, sex, location, job classification, course completion dates. **Uses:** Facilitate marketing and customer-service training of Ontario Hydro and municipal utility staff. **Categories of Users:** Marketing Training Department staff, regional marketing staff, Personnel Department staff, Municipal Electric Association, municipal utility staff, line managers and supervisors, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro and municipal utility staff involved in customer service and marketing functions. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

## Customer-Service Trades Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, sex, location, job classification, course completion dates, course performance evaluations. **Uses:** Facilitate customer-service trades training in accordance with union contract regulations. **Categories of Users:** Marketing Training Department staff, regional customer-service trades staff, Retail Service Department staff, Personnel Department staff, line managers and supervisors, internal auditors. **Categories of Individuals in Bank:** Regional customer-service trades staff. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Marketing Training Department, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

## Electrical Contractor Training

**Location:** Market Services and Development Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, work location (company), training completion dates. **Uses:** Facilitate training of electrical contractors. **Categories of Users:** Marketing Training Department staff, Ontario Electrical League, internal auditors. **Categories of Individuals in Bank:** Electrical contractors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Marketing Training Coordinator, Marketing Training Department, Market Services and Development Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-8031.

## International Projects Questionnaires and Resumes

**Location:** New Business Ventures Division, 777 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:**

Name, employee number, position title, salary, years of service, education, employment history including international employment experience, areas of expertise, languages spoken, citizenship. **Uses:** Identify, select and place individuals qualified to participate in international projects.

**Categories of Users:** New Business Ventures Division administrative staff, project administrators, senior business-development engineers, internal and external auditors.

**Categories of Individuals in Bank:** Active and retired Ontario Hydro employees, agency consultants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:**

Name. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Director, New Business Ventures Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3249.

## Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and supports the corporation in meeting its obligations as trustee of the pension and insurance fund.

## Personal Information Banks

Contain information used to administer the payroll system, financial transaction information pertaining to bond and note holders, and information about individuals owing money to Ontario Hydro. Common employee information banks are described under Human Resources Branch.

## Canadian Short-Term Notes System

**Location:** Treasury Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name of registered note holder, name of investment dealer, details of transaction including value of holdings, issue and maturity dates, price, interest and cost of note. **Uses:** Settle interest and principal payments to note holders; produce required income tax statements. **Categories of Users:** Treasury and accounting staff, internal and external auditors. **Categories of Individuals in Bank:** Short-term note holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or note number. **Access Controls:** Physical controls, computer codes and passwords. **Retention and Disposal:** Names held to maturity; support documentation held for 10 years after sale, then destroyed. **Official Responsible:** Manager, Cash and Foreign Exchange Management, Treasury Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6364.

## Corporate Bond Management System

**Location:** Treasury Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O.

1980, c.384, s.56. **Types of Information Maintained:** Name and address of bond holder, resident/non-resident status, details of transaction including value of holdings, due date and interest. **Uses:** Produce interest cheques and income tax statements for bond holders. **Categories of Users:** Treasury Division staff, internal and external auditors.

**Categories of Individuals in Bank:** Bond holders. **Policies and Practices – Storage:** Paper, microfilm and computer.

**Retrievability:** Name and/or bond number. **Access Controls:** Physical controls, computer codes and passwords. **Retention and Disposal:** Length of bond issue, then destroyed. **Official Responsible:** Section Head, Securities and Banking Operations, Treasury Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6333.

## Miscellaneous Receivables (excluding electrical consumption)

**Location:** Comptroller's Division – Operations, 700 University Avenue, Toronto. Also Kipling Complex and/or regional offices. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, bill payment history. **Uses:** Bill, collect and control monies owed to Ontario Hydro for any reason other than the consumption of electrical energy. **Categories of Users:** Accounting staff, internal and external auditors. **Categories of Individuals in Bank:** Individuals owing money to Ontario Hydro for goods, services, rentals, mortgages or any reason other than the consumption of electricity. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name, account and/or invoice number. **Access Controls:** Physical controls, computer codes and passwords. **Retention and Disposal:** From two to six years plus current, then destroyed. **Official Responsible:** Manager, Accounting Services Department, Comptroller's Division – Operations, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6201.

## Time Reporting and Pay Records

**Location:** Comptroller's Division – Operations, 700 University Avenue, Toronto. Also Time Reporting and Pay Control Centres. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Employee's name, address, employee and payroll numbers, income and earnings, statutory and other deductions, tax information, pension and insurance information, entitlement data (e.g., vacation and benefits), time reporting and pay documents. **Uses:** Pay Ontario Hydro employees and pensioners; facilitate payments on their behalf to Revenue Canada, unions, trusts and benefit plans. **Categories of Users:** Payroll staff, internal and external auditors, authorized branch administrative staff. Select information is released to Revenue Canada, Workers' Compensation Board and Unemployment Insurance Commission. **Categories of Individuals in Bank:** Ontario Hydro employees and pensioners. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, effective dates and/or payroll number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From one year plus current then destroyed, to permanent. **Official Responsible:** Manager, Accounting Services Department,



Comptroller's Division – Operations, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-6201.

## Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction and in a manner consistent with the corporation's social responsibility.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Ombudsman/Human Rights Commission (as it relates to Human Rights)

The banks described below are common to employees in all branches of the corporation and contain information relating to: job selection and placement; staff planning and development; training; employee health and safety; labour relations; and benefits administration. Any additional unique banks are listed under the appropriate branch.

### Employee Benefits Information

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee and payroll numbers, date of birth, hire date, sex, marital status, address, Social Insurance Number, union affiliation, details of financial assistance transactions and subsidy payments, benefits information, sick-leave usage, rehabilitation history. **Uses:** Administer employee benefit plans including disability, sick leave, insurance, pension transfer-out, financial and housing assistance. **Categories of Users:** Compensation and benefits officers, Human Resources Branch administrative staff, corporate accounting staff, plan administrators, line managers, internal auditors. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From one to 60 years, then destroyed. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

### Employee Exposure Monitoring Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. Also designated health centres and laboratory facilities throughout the province. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, sex, date of birth, work location, employee number, Social Insurance Number, occupational history, record of exposure to hazardous agents, duration of exposure, test results and information. **Uses:** Monitor and assess exposure to occupational hazards for the protection and improvement of Ontario Hydro employee

health. **Categories of Users:** Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant, internal auditors.

**Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices –**

**Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, work location, Social Insurance Number and/or hazardous agent. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

### Employee Occupational Accident Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. Also safety offices in field locations, and branch personnel offices in head office and field locations. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Names of persons involved, employee number, work location, Social Insurance Number, case number, accident description and location, causal factors, accident exposure hours, corrective measures, police reports, accident investigation reports, photographs. **Uses:** Record and monitor Ontario Hydro motor-vehicle/occupational accident experience; produce accident statistics. **Categories of Users:** Authorized Health and Safety Division staff, branch safety personnel, internal auditors. **Categories of Individuals in Bank:** Employees and other individuals involved in motor-vehicle/occupational accidents. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, case number, accident location and/or employee number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Vice-Presidents.

### Employment Disputes

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, employment history, salary information, job challenges and grievance forms and related correspondence, grievance meeting report, writ of summons, job performance information, solicitors' opinions, hearing notice, statement of settlement or withdrawal, arbitration award, advice of decision. **Uses:** Resolve and document employment disputes; establish legal precedents. **Categories of Users:** Labour relations officers, internal and external solicitors, salary services administrators and job evaluation analysts, line managers, Human Resources Branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper and/or microfilm. **Retrievability:** Name and/or case number. **Access Controls:** Locked cabinets. **Retention and Disposal:** From 20 to 50 years, then destroyed. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

## External Applications for Employment

**Location:** Human Resource Services Division, 700 University Avenue, Toronto. Also branch personnel offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Personal data contained on applications and resumes including name, Social Insurance Number, address, legal work status, education, employment history. **Uses:** Screen and select external applicants for job competitions. **Categories of Users:** Human Resources Branch staffing officers, branch human resources staff, line managers and supervisors. **Categories of Individuals in Bank:** External applicants seeking employment with Ontario Hydro. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and/or vacancy number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** One year after vacancy filled, then destroyed. **Official Responsible:** Senior Vice-President, Human Resource Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

## Human Resources Demographic and Statistical Data

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, sex, marital status, work location, job classification, employee number, wage and benefits information, payment history, employment history, education, certification and/or licenses, training information. **Uses:** Monitor staff levels and activity for reporting purposes; produce cost compensation statistics; provide a basis for corporate level planning. **Categories of Users:** Human Resources Branch administrative staff, organization analysis and job evaluation staff, corporate comptrollers, human resource specialists, internal auditors. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, employee number and/or Social Insurance Number. **Access Controls:** Locked storage, computer codes and passwords. **Retention and Disposal:** From one year then destroyed, to permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

## Internal Job Competitions

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Applications and supporting documents for advertised internal vacancies, requests for transfer, job application history, selection notices and indices, seniority listings, interview summaries and evaluations. **Uses:** Facilitate and document the internal job selection and transfer process. **Categories of Users:** Human Resources Branch administrative staff, line managers and supervisors, branch human resources officers. **Categories of Individuals in Bank:** Applicants for internal job vacancies and transfers. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name, employee number and/or vacancy

number. **Access Controls:** Locked cabinets. **Retention and Disposal:** From one year to term of employment, then destroyed. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

## Medical Information for Contractor Staff

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, medical examination and test results. **Uses:** Assess the health of contractor staff for fitness for work at Ontario Hydro nuclear facilities. **Categories of Users:** Physicians, psychologist, nurses, authorized Health and Safety Division staff. **Categories of Individuals in Bank:** Some contractor staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Chief Physician/Manager, Health Services Department, Health and Safety Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2452.

## Occupational Health and Employee Medical Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. Also designated health centres throughout the province. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, mother's maiden name and country of birth, employee and payroll numbers, occupation, commencement and termination dates, medical and health data including medical diagnosis, occupational injury and disease information, work absence, physical fitness information, medical examination history and tests, clinical assessments, epidemiological information. **Uses:** Protect and improve the health of Ontario Hydro employees through monitoring, assessment and epidemiology studies. **Categories of Users:** Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, Social Insurance Number, employee number and/or date of birth. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Chief Physician/Manager, Health Services Department, Health and Safety Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2452.

## Pension Administration System

**Location:** Compensation and Benefits Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, pensioner number, address, Social Insurance Number, beneficiary information, pension history and pay data, health benefits information, employment history, correspondence with pensioners. **Uses:** Administer the corporate pension plan. **Categories of Users:** Pension plan administrators, Human Resources Branch comptroller,

Information Services Division staff, pension fund trustees, internal and external auditors. **Categories of Individuals in Bank:** Ontario Hydro pensioners, beneficiaries and vested pensioners. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name, pensioner number, Social Insurance Number and/or employee number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Six years plus current after all obligations satisfied, then destroyed. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Personnel Files and Associated Records

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices, time reporting centres, and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee and payroll numbers, Social Insurance Number, address, date of birth, sex, marital status, employment history, education, routine medical information, course information, performance appraisals, merit recommendations, job applications and offers, employment interview assessments, sick leave and vacation data, medical and security clearance data, discipline and recommendation letters, Workers' Compensation Board claims, correspondence relating to human rights claims, employee benefits information, base and pay rates. **Uses:** Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information for the pay system; administer agreements and negotiations with bargaining units. **Categories of Users:** Human Resources Branch administrative staff, branch human resources officers, staff in each personnel office and/or time reporting centre, line managers and supervisors, internal and external auditors, accounting staff. Select information to Unemployment Insurance Commission, Ontario Hydro Employees Union, Society of Ontario Hydro Professional and Administrative Employees, Workers' Compensation Board, Human Rights Commission and Employment Standards Commission. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, Social Insurance Number and/or payroll group. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From termination of employee plus 13 months then destroyed, to permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers.

#### Physiological Profiles – Fitness Program File

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, age, sex, physical fitness data. **Uses:** Provide statistical analysis of success of fitness program. **Categories of Users:** Fitness specialist, program administrator, authorized Health Services Department staff. **Categories of Individuals in Bank:** Ontario Hydro

employees volunteering for fitness program. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, group number in fitness program. **Access Controls:** Computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Chief Physician/Manager, Health Services Department, Health and Safety Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2452.

#### Radiation Dose Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto, and nuclear facilities. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, employee number, work location, commencement and termination dates, radiation exposure dose history, current exposure results, record of sample activity, dose information system number. **Uses:** Record, monitor and report occupational radiation dose exposure; provide statistics. **Categories of Users:** Atomic Energy Control Board of Canada, Health and Welfare Canada, health physicists and laboratory personnel, authorized administrative staff in Health and Safety Division, Nuclear Generation Division, and Technical and Training Services Division, internal auditors. Select information released to employers of external contractor staff. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees and external contractor staff who have worked at nuclear facilities. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, Social Insurance Number and dose information system number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

#### Staff Planning and Assessment

**Location:** Human Resources Branch, 700 University Avenue, Toronto. Also branch personnel offices and/or line managers' offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, date of birth, employee number, location, job classification, education, training information, employment history, performance evaluations, physical and cognitive testing results, driver's licence information, employee development plans. **Uses:** Identify candidates for future vacancies, apprenticeships and training programs; assist in succession planning. **Categories of Users:** Senior management, line managers, human resources managers and officers, authorized branch administrative staff, internal auditors. **Categories of Individuals in Bank:** Past and present Ontario Hydro employees. **Policies and Practices – Storage:** Paper, microfilm and/or computer. **Retrievability:** Name, employee number, job code, salary grade and/or position title. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** From one year plus current then destroyed, to permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106. Also Branch Human Resources Managers and/or line managers.



## Training and Development

**Location:** Human Resources Branch, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, employee number, sex, date of birth, position title, supervisor's name and position title, driver's licence number, test results, training certificates, training attendance record, course nomination. **Uses:** Schedule, document and verify employee training and certification. **Categories of Users:** Training and development staff, line management, internal auditors. **Categories of Individuals in Bank:** Employees nominated for training courses. **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name, employee number and/or data field element. **Access Controls:** Secured by training staff. **Retention and Disposal:** From one year then destroyed, to permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

## Workers' Compensation Information

**Location:** Health and Safety Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, claim number, Social Insurance Number, date of birth, payroll number, record of absences, record of payment, Workers' Compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. **Uses:** Administer the Workers' Compensation plan. **Categories of Users:** Health and Safety Division staff, Workers' Compensation Board, Compensation and Benefits Division staff, internal auditors. **Categories of Individuals in Bank:** Employees who have received compensation under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper or computer. **Retrievability:** Name, Social Insurance Number, record number and/or claim number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Senior Vice-President, Human Resources Branch, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2106.

## Production Branch

Production Branch contributes to the corporate goal by effectively utilizing generating facilities and integrating the utilization of Bulk Electricity System facilities and other available resources to produce and supply electricity.

## Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Production Branch. Common employee information banks are described under Human Resources Branch.

## Nuclear Employee Information and Training

**Location:** Training and Technical Services Division, 595 Bay Street, Toronto. **Legal Authority:** Power Corporation

Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, hire date, date of birth, employment history, education, courses, nuclear training records including performance data. **Uses:** Monitor nuclear training programs and department staffing. **Categories of Users:** Training staff in Nuclear Generation Division and Technical and Training Services Division, internal auditors. **Categories of Individuals in Bank:** Employees in Nuclear Generation Division and Technical and Training Services Division. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or employee number. **Access Controls:** Computer codes and passwords. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Technical and Training Services Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-4571.

## Staff Reassignment Program

**Location:** Power System Operations Division, 595 Bay Street, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, salary grade, years since graduation, work category, reassignment classification, time spent in division/department/position, previous experience, date of last change in work category, work category preferences, availability date. **Uses:** Promote career development; meet divisional staffing requirements. **Categories of Users:** Business Administration Department staff, Power System Operations Division Management Committee, line managers, internal auditors. **Categories of Individuals in Bank:** Management and professional staff in Power System Operations Division. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and department. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Supervising Technical Officer, Bulk Electricity Business Administration, Power System Operations Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-7573.

## Thermal Employee Data System

**Location:** Thermal Training Department, Training and Technical Services Division, 1352 Lakeshore Road East, Mississauga. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, employee number, hire date, date of birth, address, employment history, education, training record and performance data. **Uses:** Evaluate employees' performance and level of training; plan future training. **Categories of Users:** Training staff, internal auditors. **Categories of Individuals in Bank:** Thermal and Hydraulic Generation Division and Technical and Training Services Division employees. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and/or course title. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Technical and Training Services Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-4571.

## Regions Branch

This branch strives to meet the requirements of customers for electric energy so as to result in a reliable, effective and



efficient provision of electricity and services to the community with the overall costs and benefits being shared equitably by the customers.

## Personal Information Banks

Contain information relating to individuals involved in trades and technical training programs. The Customer Information and Billing System identifies individual customers and is used for billing and credit analysis regarding deposits. Common employee information banks are described under Human Resources Branch.

## Customer Information and Billing System

**Location:** Retail Distribution System Division, 700 University Avenue, Toronto. Also local offices. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Customer name, address, driver's licence number, billing history, deposits. **Uses:** Bill customers and assess credit regarding deposits. **Categories of Users:** Regions Branch administrative staff, internal and external auditors. **Categories of Individuals in Bank:** Rural customers (residential, farm, general, industrial, and street lighting). **Policies and Practices – Storage:** Paper and/or computer. **Retrievability:** Name and customer location, or account number and customer location. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Retail Service Department, Retail Distribution System Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3727.

## Journeyperson Powerline-Maintainer Register

**Location:** Training and Development – Branch Services Departments, Conference and Development Centre, Orangeville. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, location, certificate number, journeyperson status documentation. **Uses:** Support classification of powerline maintainers within the line trade. **Categories of Users:** Regions Branch administrative staff, Municipal Electric Association, internal auditors. **Categories of Individuals in Bank:** Current and former powerline maintainers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or location. **Access Controls:** Secured by Regions Branch. **Retention and Disposal:** Not determined. **Official Responsible:** Training Superintendent Distribution, Training and Development – Branch Services Departments, Conference and Development Centre, Box 220, Orangeville, Ontario, L9W 2Z6, telephone: (519) 941-4627.

## Trades and Technical Training

**Location:** Training and Development – Branch Services Departments, Conference and Development Centre, Orangeville. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, location, employee number, description of training, course training record, performance assessment. **Uses:** Facilitate trades and technical training. **Categories of Users:** Municipal utility managers, Regions Branch administrative staff, training staff, line managers and supervisors, internal auditors. Select information is released

to the Ministry of Colleges and Universities. **Categories of Individuals in Bank:** Trades and technical employees of Ontario Hydro, municipal utilities and associated organizations. **Policies and Practices – Storage:** Paper.

**Retrievability:** Name and/or location. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years plus current, then destroyed. **Official Responsible:** Manager, Training and Development – Branch Services Departments, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2631.

## Supply and Services Branch

This branch is responsible for providing specified supplies and services including material, information, real estate and security, to meet the needs of all units of Ontario Hydro.

## Personal Information Banks

Contain information relating to employee identification and security clearance, real estate acquisition and management, and administration of the Employee Housing Assistance Plan. Common employee information banks are described under Human Resources Branch.

## Corporate Identification Card File

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name and employee number, photograph. **Uses:** Identify employees for security purposes. **Categories of Users:** Security staff, human resources managers, internal auditors. **Categories of Individuals in Bank:** Ontario Hydro employees. **Policies and Practices – Storage:** Paper/photos. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Current issue only, then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

## Employee Security Clearances

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, date of birth, sex, marital status, education, Social Insurance Number, employment position, address and employment of immediate relative, federal security classification. **Uses:** Obtain a security clearance from the Atomic Energy Control Board. **Categories of Users:** Atomic Energy Control Board, Real Estate and Security Division administrative staff, Nuclear Generation Division administrative staff, internal auditors. **Categories of Individuals in Bank:** Employees requiring security clearances. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

## Employment Suitability Enquiries

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Potential employee's name, address, date of birth, sex, marital status, education, Social Insurance Number, employment history, credit information. **Uses:** Assist in the selection of employees. **Categories of Users:** Human Resource Services Division staff, human resources managers, internal auditors. **Categories of Individuals in Bank:** Applicants seeking employment with Ontario Hydro. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year plus current, then destroyed. **Official Responsible:** Manager, Corporate Security Department, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-2675.

## Housing Assistance Program

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address, financial information (e.g., mortgage rate, balance and list price). **Uses:** Assist the transferred employee in selling his/her home. **Categories of Users:** Supply and Services Branch administrative staff, Compensation and Benefits Division staff, branch human resources officers, internal and external auditors. **Categories of Individuals in Bank:** Transferred employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, location and/or house or property registration number. **Access Controls:** Locked cabinets, computer codes and passwords. **Retention and Disposal:** One year plus current after sale of house or discharge of mortgage, then destroyed. **Official Responsible:** Manager, Corporate Real Estate, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3231.

## Property Owner Transaction Files

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, address and occupation of property owner, size of property, purchase/sale price, mortgage details, appraisals, record of discussions with owner. **Uses:** Provide detailed record of property transactions including relevant background information. **Categories of Users:** Supply and Services Branch administrative staff, solicitors, internal auditors, regional property staff. Select information is released to Revenue Canada. **Categories of Individuals in Bank:** Individuals involved in property transactions (e.g., sales, purchases, leases and permits) with Ontario Hydro. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or township, lot, concession or line section number. **Access Controls:** Secured in Records Centre. **Retention and Disposal:** Permanent. **Official Responsible:** Manager, Corporate Real Estate, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3231.

## Property Transaction System (PROTRANS)

**Location:** Real Estate and Security Division, 700 University Avenue, Toronto. **Legal Authority:** Power Corporation Act, R.S.O. 1980, c.384, s.56. **Types of Information Maintained:** Name, lot number, concession, township, purchase/sale prices, easements of real estate rights, Orders in Council, licences (land use permits), leases, land lease-backs. **Uses:** Maintain a register of Ontario Hydro's property rights and real estate transactions. **Categories of Users:** Solicitors, regional property staff, branch administrative staff, internal auditors. Select information is released to government agencies and ministries. **Categories of Individuals in Bank:** Individuals involved in property transactions with Ontario Hydro. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or township, lot and concession number. **Access Controls:** Computer codes and passwords; paper drawings controlled by authorized personnel. **Retention and Disposal:** Variable, then destroyed. **Official Responsible:** Manager, Corporate Real Estate, Real Estate and Security Division, 700 University Avenue, Toronto, Ontario, M5G 1X6, telephone: (416) 592-3231.

## Access

Freedom of Information and Privacy Coordinator  
Ontario Hydro  
H19 D16  
700 University Avenue  
Toronto, Ontario  
M5G 1X6  
Telephone: (416) 592-6205



The Public Reference Centre for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

# Ontario Institute for Studies in Education

## Head

Chairman of the Board  
Ontario Institute for Studies in Education  
Room 12-126  
252 Bloor Street West  
Toronto, Ontario  
M5S 1V6  
Telephone: (416) 923-6641

## Mandate

The Ontario Institute for Studies in Education (OISE) conducts studies of matters and problems relating to education; disseminates the results, assists in the implementation of the findings of educational studies; and establishes and conducts courses leading to certificates of standing and graduate degrees in education, as required by the Ontario Institute for Studies in Education Act.

## Organization

The institute consists of nine academic departments, nine field centres, six internal research centres and a number of units serving the internal community (e.g., Personnel), the public (e.g., OISE Press), or both (e.g., Conference Centre). Each division reports to one or more of three Assistant Directors. The Assistant Directors report to the Director, who is responsible to a Board of Governors appointed by the Legislative Assembly of Ontario.

## Divisions

### *Office of the Director*

Responsible for general administration of the institute and the provision of secretariat support to the Board of Governors and the Institute Programs Council. The office also provides public communications functions and support for the Alumni Association, awards committee, and special/social events.

### Personal Information Banks

Contain information on members of Board of Governors, award recipients, and institute alumni.

#### Alumni Membership Lists

**Location:** Office of the Director, Public Communications, 252 Bloor Street West, 12th Floor, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, telephone number, degree(s) conferred by University of

Toronto, date degrees conferred. **Uses:** Maintain mailing lists; facilitate fund raising; maintain contact and communication with alumni. **Categories of Users:** Public Communications staff. **Categories of Individuals in Bank:** All institute graduates. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked room. **Retention and Disposal:** Until update provided by University of Toronto, then destroyed. **Official Responsible:** Public Communications Officer, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Board of Governors

**Location:** Office of the Director, 252 Bloor Street West, 12th Floor, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Order in Council re appointment, name, address, telephone number, biographical notes. **Uses:** Maintain a record of Board membership; compile listing in OISE Bulletin; maintain mailing list. **Categories of Users:** Office of the Director's staff. **Categories of Individuals in Bank:** Current and past Board members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Duration of term, then transferred to archives. **Official Responsible:** Director, 12th Floor, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### OISE Awards Committee – Nominations

**Location:** Office of the Director, Public Communications, 252 Bloor Street West, 12th Floor, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, degrees, present and past positions, contributions to education (as perceived by nominator), recommendations of nominators. **Uses:** Select annual Fellows of the Ontario Institute for Studies in Education; select annual Jackson Lecturer; nominate candidates for honorary University of Toronto degrees. **Categories of Users:** Members of OISE Awards Committee. **Categories of Individuals in Bank:** Institute awards nominees. **Policies and Practices – Storage:** Paper. **Retrievability:** Year in which nominated. **Access Controls:** Locked cabinet. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Public Communications Officer, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

### *Office of Assistant Director (Academic)*

This office is responsible for conduct of the instructional program, liaison with the University of Toronto and School of Graduate Studies, faculty appointments, and the effective operation of the OISE Psychoeducational Clinic, Instructional Resources Development Unit and R.W.B. Jackson Library.

### Personal Information Banks

Contain information on faculty, staff of the Academic Division, and on students and applicants.

## Associate Members of the Graduate Department of Education, University of Toronto

**Location:** Office of Assistant Director (Academic), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Employment conditions, salary and instructional contracts, curriculum vitae. **Uses:** Apply for approval to teach in the Graduate Department of Education at the University of Toronto. **Categories of Users:** OISE Graduate Studies staff. **Categories of Individuals in Bank:** Past and present associated instructors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure room. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director (Academic), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Faculty – Current Employees

**Location:** Office of Assistant Director (Academic), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Employment conditions and salary, tenure and promotion, study leave, curriculum vitae. **Uses:** Provide statistical data; confirm individual's status. **Categories of Users:** Assistant Director (Academic) and immediate support staff. **Categories of Individuals in Bank:** Faculty. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure room. **Retention and Disposal:** Period of employment, then destroyed. **Official Responsible:** Assistant Director (Academic), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Rejected Student Applicants

**Location:** Office of Assistant Director (Academic), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Application for admission, transcripts, reference letters, curriculum vitae, academic assessment, departmental recommendation, letter of rejection. **Uses:** maintain a record of rejected applications. **Categories of Users:** OISE Graduate Studies staff. **Categories of Individuals in Bank:** Rejected applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure room. **Retention and Disposal:** Two to five years, then destroyed. **Official Responsible:** Assistant Director (Academic), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Student Records

**Location:** Office of Assistant Director (Academic), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education, R.S.O. 1980, c.341. **Types of Information Maintained:** Application for admission, transcripts, reference letters, curriculum vitae, academic assessment, admission letters, course selection and related program matters, financial awards where applicable, registration documents, thesis committee membership, ethical reviews, result of oral examination where applicable, and degree recommendations. **Uses:** Monitor students' progress

through degree programs. **Categories of Users:** OISE and University of Toronto Graduate Studies staff. **Categories of Individuals in Bank:** Currently and previously registered students. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Secure room; computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director (Academic), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Tenure and Promotion Committees – Academic Departments

**Location:** Offices of Department Chairpersons, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O., 1980, c.341. **Types of Information Maintained:** Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. **Uses:** Recommend tenure and promotion of candidates. **Categories of Users:** Committee members, senior administrative staff, Faculty Review Committee. **Categories of Individuals in Bank:** Faculty candidates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Duration of appointment, then destroyed. **Official Responsible:** Assistant Director (Academic), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Office of the Assistant Director (Field Services and Research)

This office has overall responsibility for general administration of the internal research centres and the field centres, administration of the annual Ministry of Education Transfer Grant, and for solicitation, vetting and administration of sponsored research contracts and grants.

## Personal Information Banks

Contain information on all aspects of the educational research, field development and dissemination of educational technology, and materials by the institute.

## Ethical Reviews

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, research project description, ethical review protocols, draft letters of consent, research instruments, statements of ethical review committee members, correspondence, and certificates of ethical approval for all projects involving the use of human subjects. **Uses:** Protect the rights of human subjects. **Categories of Users:** Senior administrative staff of the Office and the Institute. **Categories of Individuals in Bank:** Faculty and research officers (principal investigators). **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Five years after



completion of project, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Faculty Workload

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, department, estimated percentages of time worked on projects. **Uses:** Determine distribution of faculty workload. **Categories of Users:** Senior administrative staff. **Categories of Individuals in Bank:** Faculty. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Field Services and Research Standing Committee Members

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, 1965, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, department or home address, telephone number, constituency representation. **Uses:** Identify committee members. **Categories of Users:** Institute members. **Categories of Individuals in Bank:** Staff and students. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Search Committees – Field Centre Faculty

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, telephone number, education, employment history of candidates, confidential minutes, correspondence. **Uses:** Select candidates for faculty positions. **Categories of Users:** Search committee members, senior administrative staff. **Categories of Individuals in Bank:** Academic candidates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Successful candidates' information retained for duration of tenure, then destroyed; unsuccessful candidates' information retained for five years, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Summer Stipends

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, department, number and amount of stipends, project

account. **Uses:** Arrange approval and payment of stipends. **Categories of Users:** Senior administrative staff, Board of Governors, Finance Office staff. **Categories of Individuals in Bank:** Faculty and research officers. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Tenure and Promotion Committees – Field Centre Faculty

**Location:** Offices of Assistant Director (Field Services and Research) and Assistant Director (Academic), 252 Bloor Street West, 12th Floor, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. **Uses:** Recommend tenure and promotion of candidates. **Categories of Users:** Committee members, senior administrative staff, Faculty Review Committee. **Categories of Individuals in Bank:** Faculty candidates. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Duration of appointment, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Transfer Grant Review Committee – Nominations

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, telephone number, academic or field status, education, employment history, name of nominating individual or unit. **Uses:** Select members for Transfer Grant Review Committee. **Categories of Users:** Senior administrative staff, nominations sub-committee consisting of two researchers. **Categories of Individuals in Bank:** University faculty, Board of Education superintendents, Board of Education directors. **Policies and Practices – Storage:** Paper. **Retrievability:** Nominee's or nominator's name. **Access Controls:** Locked office. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, 12th Floor, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

#### Transfer Grant Review Committee Members

**Location:** Office of Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, Social Security Number (U.S. applicants). **Uses:** Pay honoraria; identify committee members. **Categories of Users:** Senior administrative staff, Finance Office staff. **Categories of Individuals in Bank:** Faculty, Board superintendents, Board of Education directors. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked office. **Retention and Disposal:** Five

years, then destroyed. **Official Responsible:** Assistant Director (Field Services and Research), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Office of Assistant Director (Planning and Resources)

This office is responsible for the operation of the Computing Services Group, the Finance Division, OISE Press/Guidance Centre, the Personnel Office, the Physical Plant Office and the Conference Centre of the institute. It is also responsible for the institute's budget development process, pensions, coordination of policy development, and provision of secretariat support to the Planning and Priorities Committee.

## Personal Information Banks

Contain information relating to human resource management activities.

### Grievances

**Location:** Office of Assistant Director (Planning and Resources), 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Grievance case histories. **Uses:** Maintain accurate record of nature of grievances and outcomes. **Categories of Users:** Senior administrators, institute legal counsel, Assistant Director Planning and Resources staff. **Categories of Individuals in Bank:** Institute staff, students, associations and union locals. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director (Planning and Resources), 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

### Housing Loan Guarantees

**Location:** Finance Office, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Applications, correspondence and mortgages. **Uses:** Administer the program. **Categories of Users:** Management. **Categories of Individuals in Bank:** Employees applying for housing loan guarantees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Financial Officer, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

### Payroll

**Location:** Finance Office, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, job classification, length of employment, salary, dependents, association dues, voluntary deductions, life insurance and pension classifications, all payroll transactions. **Uses:** Prepare payroll; issue cheques and statements. **Categories of Users:** Payroll staff. **Categories of Individuals in Bank:** All staff, student and casual employees of the institute. **Policies and Practices – Storage:** Paper, computer.

**Retrievability:** Name, employee number, department. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Financial Officer, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Performance Appraisal Files

**Location:** Personnel, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, evaluation of job performance. **Uses:** Assist with career counselling; provide data for manpower planning. **Categories of Users:** Personnel and Labour Relations Manager. **Categories of Individuals in Bank:** General support, professional and research staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Personnel and Labour Relations Manager, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Personnel Files

**Location:** Personnel, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. **Types of Information Maintained:** Name, address, age, sex, marital status, education, employment history, salary, benefits, medical information, Social Insurance Number. **Uses:** Record employee work history and payment/benefit transactions. **Categories of Users:** Staff in Personnel Office. **Categories of Individuals in Bank:** All regular OISE employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, secure cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Personnel and Labour Relations Manager, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Temporary Employment Pool Files

**Location:** Personnel, 252 Bloor Street West, Toronto. **Legal Authority:** Ontario Institute for Studies in Education Act. **Types of Information Maintained:** Name, address, age, Social Insurance Number, employment history, rate of pay. **Uses:** Fill temporary staffing needs in accordance with policies and collective agreements. **Categories of Users:** Staff in Personnel Office. **Categories of Individuals in Bank:** Temporary employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Personnel and Labour Relations Manager, 252 Bloor Street West, Toronto, Ontario, M5S 1V6, telephone: (416) 923-6641.

## Access

Information and Privacy Coordinator  
Ontario Institute for Studies in Education  
252 Bloor Street West  
Toronto, Ontario  
M5S 1V6  
Telephone: (416) 923-6641



A public reading room for the review of manuals and other information is open during regular office hours at 252 Bloor Street West, Toronto.

# Ontario Lottery Corporation

## Head

President  
Ontario Lottery Corporation  
24th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3H8  
Telephone: (416) 961-6262

## Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

## Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into five divisions. Each division reports, through the president's office, to a board of directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

## Divisions

### *Office of the President*

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the chief executive officer, the president is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Identity/Employee Card

Also contain information on contracts between lottery show talent and hosts and the Ontario Lottery Corporation.

### Show Host Contracts

**Location:** President's Office, 2 Bloor Street West, Toronto.  
**Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, photograph, contract figures, correspondence. **Uses:** Reference and documentation. **Categories of Users:** President, Special

Events manager. **Categories of Individuals in Bank:** Lottery show talent and hosts. **Policies and Practices – Storage:** Paper, photographs. **Retrievability:** Name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Administrative Assistant to the President, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Computer Services Division

Responsible for all computer services from on-line game operation to word-processing needs. Division comprises: EDP Research and Development, responsible for monitoring performance of on-line terminals and managing the communications network; Systems Development, responsible for maintaining on-line game system; and Operations, responsible for maintaining and operating equipment and facilities.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Identity/Employee Card  
Performance Management

## Corporate Communications Division

Responsible for all communication programs; advises senior management on communication strategies; and provides input into decisions of broad internal or external interest. The division is organized into three departments – Planning/Administration, Communications, and Special Events. Planning/Administration is responsible for government liaison, corporate advertising, communications programming, research and division administration. Communications is responsible for communications resources, consumer affairs, news media, and French-language services. Special Events is responsible for lottery draws, community information programs and special projects.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Performance Management

Also contain information related to major prizes claimed by individuals, possible unauthorized lottery ticket mail-order operators and consumer inquiries.

### Consumer Inquiries – Games and Tickets

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, correspondence and replies. **Uses:** Supply reference for further contact; identify possible trends. **Categories of Users:** Department



administrative staff. **Categories of Individuals in Bank:** Individuals corresponding with the corporation. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Subject, date, name. **Access Controls:** Locked cabinets, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Communications, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Consumer Inquiries – Wintario Draw Show

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, correspondence and replies. **Uses:** Supply reference for further contact; identify possible trends. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Individuals corresponding with the corporation. **Policies and Practices – Storage:** Paper. **Retrievability:** Year, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Mail-Order Companies/Individuals

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Company's/individual's name, company materials, prizes claimed, letters of complaint, legal documents, affidavits. **Uses:** Investigate possible unauthorized dealers. **Categories of Users:** Senior Corporation staff, legal representatives, U.S. postal authorities. **Categories of Individuals in Bank:** Retailers and agents operating against Ontario Lottery Corporation policy. **Policies and Practices – Storage:** Paper. **Retrievability:** Company's/individual's name and subject. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Planning/Administration, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Major Prize Winners – All Games/Special Promotions

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, photograph, game name, draw date, prize amount, ticket number. **Uses:** Inform the public, MPPs, and distributors of lottery winners; maintain a record of all major prize winners. **Categories of Users:** Division administrative staff. **Categories of Individuals in Bank:** Major prize winners. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Game name, draw date, prize amount and ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Communications, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Random Equipment and Supplies Testing – Employee Major Prize Winnings

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, results of specific testing on employee major prize winnings. **Uses:** Referral and documentation to ensure integrity of games. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Employee major prize winners. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

#### Show Inserts – Individuals Interviewed

**Location:** Corporate Communications, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Prize winners' names and comments, grant recipients' names and comments, employees' names and opinions. **Uses:** Prize winners, grant recipients, special employee inserts for Wintario show. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Prize winners, grant recipients, lottery employees. **Policies and Practices – Storage:** Videotape. **Retrievability:** Subject, name. **Access Controls:** Secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Special Events, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Internal Audit

Functions independently under policies and procedures established by the board of directors. Examines and evaluates the corporation's system of internal control and ensures quality of performance in carrying out assigned responsibilities.

#### Personal Information Banks

None

### Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive, instant and on-line games, control and coordination of marketing projects, and sales and market analyses.

#### Personal Information Banks

None



## Operations Division

Responsible for the overall operation of the corporation and for ensuring corporate adherence to the Memorandum of Understanding with the Minister of Tourism and Recreation, which clarifies the operating, financial/audit arrangements and administrative relationships between the two. Headed by the executive vice-president, the sectional areas of responsibility are Administration, Security Services, Finance and Personnel/Payroll.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- General Employment History and Payroll Information
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain information related to prize winners, retailer commissions paid, directors' and/or employees' accountable advances, claimant information and prize claims, and employees' attendance records.

### Claimants/Consumers – Special Cases

**Location:** Operations, Cumberland Terrace, 2nd floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, ticket number and game, group contracts, correspondence, written records of conversations. **Uses:** Documentation backup and reference for possible investigation. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Consumers and claimants. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject, date, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Prize Office, Cumberland Terrace, 2nd floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Employees' Attendance Records

**Location:** Operations, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, record of work attendance. **Uses:** Record attendance; provide statistics on attendance. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, branch or date. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Incorporated into general employment history and payroll information. **Official Responsible:** Manager, Personnel/Payroll, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Prize Winners and Prize Claims Information

**Location:** Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Names, addresses. **Uses:** Reference, documentation; provide audit trail. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Prize claimants, winners. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date, game, ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Major prize winner information not determined; other information destroyed after seven years. **Official Responsible:** Manager, Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Retailer Commissions Paid – Passive Games

**Location:** Finance, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, retailer number, ticket and draw number. **Uses:** Pay retailer commissions for the sale of winning tickets. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Retailers. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Game number, retailer number, ticket number. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Controller, Finance, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Ticket Discrepancy Files

**Location:** Operations, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Date received, name, ticket number(s), problem and action, cheque number. **Uses:** Document and track handling of discrepancy. **Categories of Users:** Senior branch staff. **Categories of Individuals in Bank:** Prize winners submitting tickets for payment which require further investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Game, month received, name or draw date, name and date received. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** 18 months, then destroyed. **Official Responsible:** Supervisor, Prize Office, Cumberland Terrace, 2nd Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Sales and Distribution Division

The division is responsible for the sale and distribution of tickets for government lotteries throughout the province. It allocates and distributes tickets to a network of 50 distributors; monitors and maintains distributor programs; and coordinates training and the on-line sales activities of 5,000 agents. The division comprises: Sales; Passive and Instant Games; and On-Line Games.

## Personal Information Banks

Contain information on independent business people, distributors and retailers who are under contract with the corporation and on applications on file for future consideration.

### Agent Commissions Paid – Active Games

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name and number, store name, commission amount, cheque number, draw date and number, number of jackpot and second prize winners. **Uses:** Pay agent commissions. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Authorized agents. **Policies and Practices – Storage:** Paper. **Retrievability:** Store name, agent name, draw date. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, On-line Games, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Agent Training

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Agent number, store owner's name, address, telephone number, training program test results. **Uses:** Ensure integrity of on-line games; ensure agents operating terminals are trained in accordance with regulations. **Categories of Users:** Division administrative staff. **Categories of Individuals in Bank:** On-line agents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Agent number, trainee name, store name and/or date of training. **Access Controls:** Locked cabinet, computer password, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, On-Line Games, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Distributors – Applicants and Contracts

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Contracts, name, address, audited financial statements, correspondence. **Uses:** Reference; documentation; maintain a list of applicants for potential distributorships. **Categories of Users:** President, controller, senior and division administrative staff. **Categories of Individuals in Bank:** Active and potential distributors. **Policies and Practices – Storage:** Paper. **Retrievability:** Distributor area, name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Sales and Distribution, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

### Retailer Commissions – Authorization/Confirmation

**Location:** Sales and Distribution, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Lottery Corporation Act,

R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. **Types of Information Maintained:** Name, address, employment record, financial status, bank reference and line of credit. **Uses:** Authorize and confirm payment of commissions to retailers on major winning tickets sold. **Categories of Users:** Division and Accounting staff. **Categories of Individuals in Bank:** Authorized retailers selling lottery tickets. **Policies and Practices – Storage:** Paper. **Retrievability:** Distributor area and name. **Access Controls:** Locked cabinet, secured premises. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Sales and Distribution, 2 Bloor Street West, Toronto, Ontario, M4W 3H8, telephone: (416) 961-6262.

## Access

Vice-President, Corporate Communications  
Ontario Lottery Corporation  
24th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3H8  
Telephone: (416) 961-6262



A public reading room for the review of manuals and other information is open during regular office hours on the twenty-third floor at 2 Bloor Street West, Toronto.

# Ontario Municipal Employees Retirement System

## Head

Chairman of the Board  
Ontario Municipal Employees Retirement System  
Suite 1000, One University Avenue  
Toronto, Ontario  
M5J 2P1  
Telephone: (416) 369-2400

## Mandate

The Ontario Municipal Employees Retirement System (OMERS) is a pension plan for municipal employees and employers which provides standardized pension benefits to members. Both the administration of the pension plan and the investment of the pension assets are carried out under the direction of the OMERS Board. The Board also manages the pension plans of the Colleges of Applied Arts and Technology and Ryerson Polytechnical Institute.

## Organization

The business and affairs of The Ontario Municipal Employees Retirement System are directed and controlled by a Board appointed by the Lieutenant Governor in Council. OMERS Board is made up of five municipal employee members, three municipal management employee members, two elected or appointed municipal officials and one official of the Province of Ontario. The staff of OMERS are organized into four Divisions: Executive, Finance and Administration Division, Investment Division and Pension Division, all of which are located at One University Avenue, Toronto.

## Divisions

### *Board and Executive*

The Board controls and directs the business and affairs of the Ontario Municipal Employees Retirement System and provides direction to the Chairman and Executive Director. Human Resources and Management Policies Branches report to the Executive Director. The function of the Executive is to manage the system in conformance with direction from the Board and the enabling and regulatory legislation.

### Personal Information Banks

None

## *Human Resources Branch*

This branch develops and administers salary administration, health and safety in the workplace, pay equity, recruitment, job evaluation, records management and employee benefits.

### Personnel Information Banks

Contain information relating to the administration of personnel.

### Personnel Files

**Location:** One University Avenue, Suite 1000, Toronto, Ontario. **Legal Authority:** Ontario Municipal Employees Retirement System Act, R.S.O. 1980, c. 348. **Types of Information Maintained:** Employee name, address, telephone number, employment history, salary, references, evaluations. **Uses:** Maintain necessary information for hirings, terminations, promotions; administer personnel functions of OMERS. **Categories of Users:** Personnel managers. **Categories of Individuals in Bank:** Employees of OMERS. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Human Resources Manager, One University Avenue, Suite 1000, Toronto, Ontario M5J 2P1, telephone: (416) 369-2400.

### Employment Applications

**Location:** One University Avenue, Suite 1000, Toronto, Ontario. **Legal Authority:** Ontario Municipal Employees Retirement System Act, R.S.O. 1980, c. 348. **Types of Information Maintained:** Name, address, letters of application, resumes, application forms. **Uses:** Identify potential candidates for vacancies. **Categories of Users:** Personnel staff, department/branch managers. **Categories of Individuals in Bank:** Applicants for vacant positions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinet. **Retention and Disposal:** 1-2 years, then destroyed. **Official Responsible:** Human Resources Co-ordinator, One University Avenue, Suite 1000, Toronto, Ontario M5J 2P1, telephone: (416) 369-2400.

## *Management Policies Branch*

This branch is responsible for the development and review of corporate and management policies, budget procedures, the method for selection of external services (audit, banking, internal audit, etc.) and the preparation of the Annual Report on the operation of the system.

### Personal Information Banks

None

## *Finance and Administration Division*

The Finance and Administration Division consists of two Branches: Finance and Administration Branch and Information Systems Branch. The Finance and Administration

Branch is responsible for all accounting operations. It provides financial information on OMERS' activities, its investments and funds. It ensures compliance with relevant statutory, legal and contractual obligations and provides centralized accounting services. The Finance and Administration Branch is comprised of the following departments: General Accounting, Investment Accounting, Offices Services and Financial Administration. The Information Systems Branch is responsible for the provision of centralized computer facilities, for the acquisition and support of personal computer systems, and for library services.

## Personal Information Banks

Contain information relating to the administration of the payroll system.

### Payroll Files

**Location:** One University Avenue, Suite 1000, Toronto, Ontario. **Legal Authority:** Ontario Municipal Employees Retirement System Act, R.S.O. 1980, c. 348. **Types of Information Maintained:** Employee name, address, telephone number, yearly earnings and deductions information. **Uses:** Determine correct pay and deductions for employees and issue cheques accordingly. **Categories of Users:** Payroll and senior accounting staff, auditors. **Categories of Individuals in Bank:** Employees of OMERS. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, department or employee number. **Access Controls:** Locked cabinet, computer passwords. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, General Accounting, One University Avenue, Suite 1000, Toronto, Ontario M5J 2P1, telephone: (416) 369-2400.

## Investment Division

The Division invests funds in accordance with the Pension Benefits Act and investment policies established for OMERS.

## Personal Information Banks

None

## Pension Division

The Pension Division consists of two branches: The Pension Administration Branch and the Policy and Communications Branch. The division is responsible for the development of policies and the administration of the OMERS pension plan, the pension plan of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute in accordance with provincial and federal legislation. It maintains membership and pension records and provides for the payment of benefits on retirement, termination, disability or death.

## Personal Information Banks

Certain information relating to the administration of pensions.

## Pension Administration System

**Location:** One University Avenue, Suite 1000, Toronto, Ontario. **Legal Authority:** Ontario Municipal Employees Retirement System Act, R.S.O. 1980, c. 348. **Types of Information Maintained:** Name, date of birth, Social Insurance Number, beneficiary information, membership history, disability benefit information, pension history, address and direct deposit information for pensioners, correspondence with pensioners, appeals by pensioners. **Uses:** Administer the pension plan. **Categories of Users:** Pension Plan administrators, Pension Division staff, and auditors. **Categories of Individuals in Bank:** Employers, employees and pensioners enrolled in the OMERS Pension Plan, the pension plans of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute. **Policies and Practices – Storage:** Paper, microfilm and computer. **Retrievability:** Name, group number, Social Insurance Number. **Access Controls:** Locked cabinets, computer passwords. **Retention and Disposal:** Not determined. **Official Responsible:** Associate Director, Pension Division, One University Avenue, Suite 1000, Toronto, Ontario M5J 2P1, telephone: (416) 369-2400.

## Access

Freedom of Information and Privacy Coordinator  
Ontario Municipal Employees Retirement Board  
One University Avenue, Suite 1000  
Toronto, Ontario  
M5J 2P1  
Telephone: (416) 369-2400



A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at One University Avenue, Toronto.



# Ontario Northland Transportation Commission

## Head

Chairman  
Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, Ontario  
P1B 8L3  
Telephone: (705) 472-4500

## Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications – rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications – linking northern communities to one another and to the rest of Ontario and Canada.

## Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services; Passenger Services; and Telecommunications.

## Divisions

### *Commission and Executive*

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the general manager. The function of the executive, which reports to the general manager, is to provide senior management in conformance with the directives of the general manager and the commission.

### Personal Information Banks

None

### *Administration*

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual services, benefits administration and policy implementation with respect to employees. Finance Branch through the accounting department provides payroll services to

employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

### Personal Information Banks

Contain personal information required for the administration of commission personnel.

### Employee Accident Information – Personal Injuries

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Authorized safety and health staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employee Benefits/Pension Information

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, address, employee pension number, employee benefits including disability, sick leave, insurance, pension and fringe benefits. **Uses:** Administer employee benefit and pension plans. **Categories of Users:** Human Resources and Accounting staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employee Medical Information

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, medical and health data. **Uses:** Monitor and assess the health of ONTC employees. **Categories of Users:** Occupational Health supervisor, authorized Human Resources staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## External Applications for Employment

**Location:** Human Resources Branch, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Personal data contained on applications and resumes. **Uses:** Screen and select external applicants for employment. **Categories of Users:** Director of Human Resources, Manager of Personnel, line managers, supervisors in operational divisions. **Categories of Individuals in Bank:** External applicants seeking employment with ONTC. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** 90 days from date of application, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Salary Administration

**Location:** Accounting Office, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, payroll number, record of absences, date of entry into service. **Uses:** Administer salaries; timekeeping. **Categories of Users:** Director of Human Resources, Director of Finance, related administrative staff. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director of Finance, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Workers' Compensation Information

**Location:** Human Resources, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, claim number, date of birth, employee number, record of absences, record of payment, Workers' Compensation Board correspondence. **Uses:** Administer the Workers' Compensation Plan. **Categories of Users:** Director of Human Resources, supervisors in operational divisions. **Categories of Individuals in Bank:** Employees receiving compensation under the Workers' Compensation Act. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, claim number and/or employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Human Resources, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in northern Ontario.

## Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

## Employee Accident Information

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Employment Disputes

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Senior Operating Officer-Rail, authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Staff Assessment

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Training and Development

**Location:** Rail Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers and personnel manager. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Operating Officer-Rail, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

## Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

### Employee Accident Information

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Employment Disputes

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Senior management,

authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

### Staff Assessment

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Training and Development

**Location:** Passenger Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Senior Officer, Marketing and Passenger Services, and Senior Director, Passenger Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

## Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

## Employee Accident Information

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. **Uses:** Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. **Categories of Users:** Senior management, authorized staff. **Categories of Individuals in Bank:** Employees involved in vehicle and occupational accidents. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, accident location and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Employment Disputes

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. **Uses:** Resolve and document employment disputes. **Categories of Users:** Director of Telecommunications Services, authorized staff. **Categories of Individuals in Bank:** Employees involved in employment disputes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and/or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Staff Assessment

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. **Uses:** Identify candidates for future vacancies, training programs and apprenticeships. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Training and Development

**Location:** Telecommunications Services Division, 555 Oak Street East, North Bay. **Legal Authority:** Ontario Northland

Transportation Commission Act, R.S.O. 1980, c.351. **Types of Information Maintained:** Name, number, position, title, supervisor's name and position title, training certificates, driver's license number, educational assistance applications. **Uses:** Schedule, verify and document employee training and certification. **Categories of Users:** Senior management, line managers. **Categories of Individuals in Bank:** ONTC employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Telecommunications Services, 555 Oak Street East, North Bay, Ontario, P1B 8L3, telephone: (705) 472-4500.

## Access

Freedom of Information Coordinator  
Ontario Northland Transportation Commission  
555 Oak Street East  
North Bay, Ontario  
P1B 8L3  
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay.



# Ontario Stock Yards Board

## Head

Chairman  
Ontario Stock Yards Board  
Suite 339, 590 Keele Street  
Toronto, Ontario  
M6N 3E3  
Telephone: (416) 767-1163

## Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

## Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a general manager. One facility at 590 Keele Street is operated by the board.

## Personal Information Banks

Contain information relating to board employees.

### Personnel and Payroll

**Location:** Ontario Stock Yards Board, 590 Keele Street, Suite 339, Toronto. **Legal Authority:** The Stock Yards Act, R.S.O. 1980, c.487. **Types of Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, employment history, marital status, income. **Uses:** General administrative purposes; payroll; determine benefit levels and costs. **Categories of Users:** Office manager and Payroll Department. **Categories of Individuals in Bank:** Hourly and salaried employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or employee number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** General Manager, Ontario Stock Yards, 590 Keele Street, Suite 339, Toronto, Ontario, M6N 3E3, telephone: (416) 767-1163.

## Access

General Manager  
Ontario Stock Yards  
Suite 339, 590 Keele Street  
Toronto, Ontario  
M6N 3E3  
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.

# Ontario Technology Centres

## Head

President  
Ontario Centre for Microelectronics  
30 Colonnade Road  
Nepean, Ontario  
K2E 7J6  
Telephone: (613) 723-7499

President  
Ontario Centre for Automotive Parts Technology  
Suite 804, 80 King Street  
St. Catharines, Ontario  
L2R 7G1  
Telephone: (416) 688-2600

President  
Ontario Centre for Resource Machinery Technology  
4th Floor, 127 Cedar Street  
Sudbury, Ontario  
P3E 1B1  
Telephone: (705) 673-6606

President  
Ontario Centre for Farm Machinery and Food Processing  
Technology  
870 Richmond Street  
Chatham, Ontario  
N7M 5J5  
Telephone: (519) 354-6883

President  
Ontario Centre for Advanced Manufacturing  
Suite 402, 190 Attwell Drive  
Rexdale, Ontario  
M9W 6H8  
Telephone: (416) 675-4363

## Mandate

In order to enhance the technological and international competitiveness of Ontario industry, the five centres develop technology awareness, provide technological information and provide assistance to Ontario business in demonstrating, applying and managing new technology.

## Organization

Reporting to the Ministry of Industry, Trade and Technology, the technology centres operate independently of each other. The Ontario Centre for Advanced Manufacturing comprises the Ontario CAD/CAM Centre, the Ontario Robotics Centre and the Canada-Ontario Centre for Advanced Manufacturing (Windsor). The future of the centres is under review. Refer to the Ministry of Industry, Trade and Technology, Freedom of Information Coordinator for further information on organization and reporting structure.

## Personal Information Banks

All centres maintain the following employee information.

### Personnel Records

**Location:** Finance and Administration Branches, Ontario Technology Centres. Refer to the list at the beginning of this chapter for addresses. **Legal Authority:** Technology Centres Act, S.O. 1982, c.39, s.9(2)(k). **Types of Information Maintained:** Name, address, work history, performance appraisals, medical records, attendance record. **Uses:** Record employee's work history and performance, and payroll and benefit transactions. **Categories of Users:** Personnel Branch and Finance and Administration Branch staff, managers. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to designated employees. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Finance for each centre. Refer to the list at the beginning of this chapter for addresses.

### Travel Expenses

**Location:** Finance and Administration Branches, Ontario Technology Centres. Refer to the list at the beginning of this chapter for addresses. **Legal Authority:** Technology Centres Act, S.O. 1982, c.39, s.9(2)(k). **Types of Information Maintained:** Name, advance accounts, expenditures. **Uses:** Record advance accounts and expenditures. **Categories of Users:** Finance and Administration Branch staff. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets restricted to designated employees. **Retention and Disposal:** Not determined. **Official Responsible:** Vice-President, Finance for each centre. Refer to the list at the beginning of this chapter for addresses.

## Access

Freedom of Information Coordinator  
Ministry of Industry, Trade and Technology  
Information Centre  
3rd Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1  
Telephone: (416) 965-3365

A public reading room for the review of manuals and other information is open during regular office hours at the Information Centre on the third floor of the Hearst Block, 900 Bay Street, Toronto.

# Ontario Training Corporation

## Head

Chairman of the Board  
Ontario Training Corporation  
2nd Floor, 1099 Bay Street  
Toronto, Ontario  
M5S 2B3  
Telephone: (416) 975-9260

## Mandate

The mandate of the Ontario Training Corporation is to stimulate training activity in the private sector in Ontario, thereby encouraging excellence in workplace training and the development of a skilled and competitive workforce. The corporation is a resource for the private sector in attaining that objective through the provision of investment capital, information and expertise for training.

## Organization

Ontario Training Corporation is incorporated under the Ontario Business Corporations Act. A 14-member Board of Directors, drawn from the corporation's key constituencies of business, organized labour, and the training services sector, is responsible for overall policy. The corporation is managed on a day-to-day basis by a full-time President and Chief Executive Officer.

## Personal Information Banks

Contain information on corporation personnel.

### Personnel and Payroll

**Location:** Ontario Training Corporation, 1099 Bay Street, Toronto. **Legal Authority:** Order in Council 1738/87. **Types of Information Maintained:** Name, address, telephone number, date of birth, Social Insurance Number, education,

work history, salary, benefits, payroll transactions. **Uses:** Maintain a record of employee work history; administer the corporation's personnel functions; administer payroll.

**Categories of Users:** Personnel and payroll staff.

**Categories of Individuals in Bank:** Staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Executive Officer,

1099 Bay Street, Toronto, Ontario, M5S 2B3, telephone: (416) 975-9260.

## Access

Information and Privacy Coordinator  
Ontario Training Corporation  
2nd Floor, 1099 Bay Street  
Toronto, Ontario  
M5S 2B3  
Telephone: (416) 967-9260

A public reading room for the review of manuals and other information is open during regular office hours at the Ontario Training Corporation, 1099 Bay Street, 2nd Floor, Toronto.

# Ontario Waste Management Corporation

## Head

Chairman and President  
Ontario Waste Management Corporation  
11th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3E2  
Telephone: (416) 923-2918

## Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

## Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

## Divisions

The Ontario Waste Management Corporation is organized as a single division.

### Personal Information Banks

#### Personnel Records

**Location:** Personnel Administration, 11th Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Types of Information Maintained:** Name, Social Insurance Number, payroll, performance reviews, employee contracts, employment benefits, confidentiality and conflict of interest declarations, salary administration. **Uses:** Personnel administration. **Categories of Users:** Corporation management and personnel. **Categories of Individuals in Bank:** Regular and contract employees of the corporation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked filing cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Personnel Administrator, 11th Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3E2, telephone: (416) 923-2918.

### Public Consultation Mailing Lists

**Location:** Communications, 11th Floor, 2 Bloor Street West, Toronto. **Legal Authority:** Ontario Waste Management Corporation Act, S.O. 1981, c.21. **Types of Information Maintained:** Name, address, history of information received. **Uses:** Disseminate information on corporate activities. **Categories of Users:** Communications staff. **Categories of Individuals in Bank:** Individuals requesting written information or those identified as potentially interested in the corporation's activities. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or category. **Access Controls:** Limited to Communications staff. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Communications, 11th Floor, 2 Bloor Street West, Toronto, Ontario, M4W 3E2, telephone: (416) 923-2918.

## Access

Chairman and President  
Ontario Waste Management Corporation  
11th Floor, 2 Bloor Street West  
Toronto, Ontario  
M4W 3E2  
Telephone: (416) 923-2918



Public reading rooms for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 29 and Industrial Road, Smithville.



# Ottawa Congress Centre

## Head

General Manager  
Ottawa Congress Centre  
55 Colonel By Drive  
Ottawa, Ontario  
K1N 9J2  
Telephone: (613) 563-1984

## Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

## Organization

The centre is organized in four divisions – Finance and Administration, Operations, Marketing and Sales, and Food, Beverage and Convention Services – which report to the general manager who, in turn, is responsible to the board of directors.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are kept in the Finance and Administration Division.

General Employment History and Payroll Information  
Employment Application Inventory

## Access

General Manager  
Ottawa Congress Centre  
55 Colonel By Drive  
Ottawa, Ontario  
K1N 9J2  
Telephone: (613) 563-1984  
TDD: (613) 238-9336  
(613) 238-9567  
(613) 238-9307



A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

# Ministry of Revenue

## Head

Minister of Revenue  
4th Floor, Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 1X7  
Telephone: (416) 965-6361

## Mandate

The ministry administers the major taxing statutes of Ontario; conducts property assessments to provide the tax base for municipalities; directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Property and Sales Tax Grants Program for senior citizens, and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

## Organization

Head office is in Oshawa. The ministry has five divisions with 22 branches, five sections and two units. Ministry programs are administered and the public is served directly by head office and 77 field offices.

## Divisions

### *Property Assessment Program*

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by municipalities and the Provincial Land Tax levied by the province. Also conducts municipal enumeration to prepare voter lists, jury and school support lists and the provincial census. The program comprises: Assessment Policies and Priorities Branch; Data Services and Development Branch; Special Properties Branch; and Field Operations Branch.

### Personal Information Banks

Contain information essential to program delivery relating to property assessment, electoral eligibility status, census, school tax support, and jury selection.

#### Ontario Assessment System (OASYS)

**Location:** Assessment Field Operations Branch, 33 King Street West, Oshawa. Portions of this bank are maintained at regional assessment offices. Refer to the blue pages in the public telephone directory for addresses. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31. **Types of Information Maintained:** Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if

Canadian, physical inventory of property owned or leased, property value for assessment purposes. **Uses:** Property assessment; determine school tax support status; determine eligibility as a municipal elector or juror; compile provincial census. **Categories of Users:** Assessment program staff, municipal clerks and staff, school board officials, Ministry of Municipal Affairs, Ministry of Education, Ministry of the Attorney General. **Categories of Individuals in Bank:** Residents, owners and tenants of property in Ontario. **Policies and Practices – Storage:** Computer, paper, microfiche. **Retrievability:** Name, assessment roll number, property address or legal description of property. **Access Controls:** Computer password, access restrictions, locking devices. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in a property. **Official Responsible:** Director, Field Operations Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5804.

### *Corporate Resources Division*

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division is comprised of the following branches: Finance and Priorities Planning; Administrative and Financial Services; Personnel Services; Communication Services; and the Facilities Management Unit.

### Personal Information Banks

Contain general administrative and accounting information. The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

### Control and Review Records

**Location:** Administrative and Financial Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, salary, financial data (purchase of bonds, travel advance claims, parking charges). **Uses:** Perform reconciliations of ministry accounts ensuring accuracy of transactions recorded. **Categories of Users:** Accounting, personnel and audit staff. **Categories of Individuals in Bank:** Classified, unclassified and contract staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number, branch.

**Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Administrative and Financial Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5922.

#### Education Assistance

**Location:** Administrative and Financial Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, Social Insurance Number, financial data. **Uses:** Record ministry expenditures. **Categories of Users:** Accounting, personnel and audit staff. **Categories of Individuals in Bank:** Employees reimbursed for education expenses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Administrative and Financial Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5925.

#### Home-Owner Employee Relocation Plan

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161. **Types of Information Maintained:** Name, Social Insurance Number, address, financial data related to the sale or purchase of residence. **Uses:** Backup documentation for claims payment. **Categories of Users:** Personnel Branch administrative and audit staff. **Categories of Individuals in Bank:** Staff relocating under the Oshawa Relocation Policy or as a result of a change of job location. **Policies and Practices – Storage:** Paper, computer. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6057.

#### Revenue – Human Resources Information System

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418. **Types of Information Maintained:** Name, Social Insurance Number, sex, date of birth, continuous service date, education, classification level, benefit credit date, address, pension credit date, salary, training and development data, and other basic employee data. **Uses:** Compile human-resource control reports, training and development reports, employee profiles. **Categories of Users:** Personnel Services Branch staff, ministry managers, selected Civil Service Commission staff. **Categories of Individuals in Bank:** Classified and unclassified staff. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Computer password. **Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6055.

#### Summer Student Employment Programs

**Location:** Personnel Services Branch, 33 King Street West, Oshawa. **Legal Authority:** Public Service Act, R.S.O. 1980,

c.418. **Types of Information Maintained:** Name, address, education, employment history, references. **Uses:** Select and recruit summer students. **Categories of Users:** Personnel administrators, staffing officers, managers, supervisors. **Categories of Individuals in Bank:** Summer student applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and region. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Director, Personnel Services Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6055.

### Information Technology Division

Responsible for providing information systems development and maintenance, integrated office systems, end user computing and support, and operation of the data processing facilities. The division is comprised of the following functional areas: Information Systems Development Branch; Systems and Facilities Management Branch; Research and Development Sections; and the Finance and Administration Section.

#### Personal Information Banks

None

### Legal Services

Counsels on legal matters including the interpretation of statutes and regulations; prepares and reviews proposed legislation, regulations, and other legal documents; and supplies/coordinates general legal and prosecution services for the ministry.

#### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

### Province of Ontario Savings Office

Responsible for the administration and operation of 21 branch offices that provide financial banking services to the public.

#### Personal Information Banks

Contain general administrative and accounting information relating to customer accounts and financial papers.

#### Province of Ontario Savings Office (POSO) – Customer Accounts

**Location:** Province of Ontario Savings Office, 33 King Street West, Oshawa. Portions of the bank are maintained at branch offices. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Types of Information Maintained:** Name, marital status,

Social Insurance Number, address, details of financial transactions, telephone number. **Uses:** Administer customers' accounts. **Categories of Users:** POSO staff and auditors. **Categories of Individuals in Bank:** POSO account-holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Account number. **Access Controls:** Computer password, security locks. **Retention and Disposal:** Minimum one year to maximum 25 years, then destroyed. **Official Responsible:** Director, Province of Ontario Savings Office, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5786.

#### **Province of Ontario Savings Office (POSO) – Financial Papers**

**Location:** Province of Ontario Savings Office, 33 King Street West, Oshawa. Portions of the bank are maintained at branch offices. Refer to the white pages of the public telephone directory for addresses. **Legal Authority:** Agricultural Development Finance Act, R.S.O. 1980, c.10. **Types of Information Maintained:** Name, address, financial details related to the purchase or sale of government and corporate bonds, stocks, guaranteed investment certificates, treasury bills, travellers cheques, other types of securities and assets. **Uses:** Administer and control records associated with the purchase or sale of assets. **Categories of Users:** Administrative staff and auditors. **Categories of Individuals in Bank:** Customers purchasing or selling financial paper or holding securities for safekeeping. **Policies and Practices – Storage:** Printed forms and general register. **Retrievability:** Name. **Access Controls:** Secured in vaults. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Province of Ontario Savings Office, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5786.

### **Tax Revenue and Grants Program**

The program administers nine provincial taxes, the Guaranteed Annual Income System, the Ontario Tax Grants for Seniors Program, Ontario Tax Credits claimed through the federal income tax system, and the Small Business Development Corporations Program. Taxes and benefits programs are administered through the following branches: Corporations Tax; Retail Sales Tax; Motor Fuels and Tobacco Tax; and Guaranteed Income and Tax Credit. Other branches in this division are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre, Taxpayer Services and Freedom of Information and Privacy Office.

#### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

##### **Freedom of Information and Protection of Privacy Act Requests**

Also contain information related to financial transactions of individuals and used by ministry staff in administrative, audit, investigative and compliance actions related to tax statutes, grants and credit programs.

#### **Chattel Purchases, Private Sales and Cross-Border Purchases by Ontario Residents**

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. Also Retail Sales Tax Field Offices. Refer to the blue pages of the public telephone directory for addresses. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address and description of items purchased and sold by parties to these transactions. **Uses:** Monitor payment of sales tax due on these transactions; raise and collect assessments in cases of non-compliance with the legislation. **Categories of Users:** Ministry audit staff. **Categories of Individuals in Bank:** Purchasers and sellers involved in chattel purchases, private sales and cross-border purchases. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked storage. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6226.

#### **Employee Share Ownership Plan (ESOP) – Grant Recipients**

**Location:** Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Employee Share Ownership Plan Act, S.O. 1988, c.3. **Types of Information Maintained:** Name, address, registration number, financial details of investment, grant payments. **Uses:** Determine approval and payment of grants to eligible employees under the act. **Categories of Users:** Operational, administrative and audit staff. **Categories of Individuals in Bank:** Employee grant recipients who have purchased shares in their employer corporations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, personal identifier code, registration number, corporation name. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-5651.

#### **Guaranteed Annual Income System (GAINS) Program Files**

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336. **Types of Information Maintained:** Name, address, Social Insurance Number or other assigned personal identification number, date of death, old age security and guaranteed-income supplement payment data, spouse's identifying information, trustee information, GAINS payment information. **Uses:** Determine eligibility for and amount of monthly GAINS payments; respond to inquiries from seniors and their agents. **Categories of Users:** Ministry and audit staff. Disclosure also permitted to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics, Ministry of Community and Social Services and MPPs to facilitate delivery of the program. **Categories of Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, identifying number. **Access Controls:** Locked



storage, computer password. **Retention and Disposal:** Maximum of seven years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### Motor-Vehicle Transfers (MV-1, MV-2)

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name and address of new and previous owner of motor vehicle, financial details of private sale/purchase of a motor vehicle. **Uses:** Verify payment of sales tax; confirm entitlement to tax exemptions; investigate suspect declarations; raise assessments where appropriate. **Categories of Users:** Branch and audit staff. **Categories of Individuals in Bank:** Individuals transferring ownership of motor vehicles through private sales. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6226.

#### Ontario Home Ownership Savings Plan (OHOSP)

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Home Ownership Savings Plan Act, S.O. 1988, c.35; Ontario Income Tax Act, R.S.O. 1980, c.213. **Types of Information Maintained:** Planholder's name, address, telephone number, Social Insurance Number, date of birth, death date, marital status, spouse's information, name of depository, plan number, account number, financial institution branch number, date plan created, contribution amount, lawyers name and address, property description, address of property, total cost of property, OHOSP transfer date, plan collapse date, recaptured tax credit amount, adjustment/reassessment data, OHOSP tax credit issue/adjustment date(s), total amounts of issued OHOSP credits, income amounts of planholder(s). **Uses:** Determine eligibility of planholder and property being purchased; respond to enquiries from planholder. **Categories of Users:** Operational, administrative, audit and management staff. **Categories of Individuals in Bank:** Ontario residents aged 18 or over who have opened OHOSP accounts with depositories. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Retained until December 31, 2002, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6226.

#### Ontario Homebuyers' Grant Collections Program Files

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Home Buyers Grant Act, S.O. 1975, c.4. **Types of Information Maintained:** Name, Social Insurance Number, locator number, lien status information, amount receivable data. **Uses:** Record and verify the collection of grant recipients' accounts receivable; respond to inquiries from recipients and their agents. **Categories of Users:** Branch and audit

staff. **Categories of Individuals in Bank:** Grant recipients who currently have accounts receivable with the Ministry of Revenue. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, locator number. **Access Controls:** Locked storage. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### Ontario Tax Grant Program Files

**Location:** Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa. **Legal Authority:** Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352. **Types of Information Maintained:** Name, address, Social Insurance Number or other identifying number, date of birth, date of death, marital status, rent or property tax, grant payment data, trustee information. **Uses:** Determine eligibility for and amount of property tax, sales tax, and home heating grants and respond to inquiries from seniors or their agents. **Categories of Users:** Ministry and audit staff. Disclosure also to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics and MPPs. **Categories of Individuals in Bank:** Ontario residents aged 65 or over who are current or potential recipients of property tax, sales tax, and home heating grants. **Policies and Practices – Storage:** Paper, microfiche, computer. **Retrievability:** Name, identifying number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Director, Guaranteed Income and Tax Credit Branch, 33 King Street West, Oshawa, Ontario, L1H 8H8, telephone: (416) 433-6941.

#### Refunds – Alternative Fuel Vehicles and Conversion Kits

**Location:** Taxation Data Centre, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, telephone number, details of vehicle purchase, vehicle conversion to use of alternative fuel or purchase of conversion kit. **Uses:** Verify eligibility for refunds. **Categories of Users:** Ministry and audit staff. **Categories of Individuals in Bank:** Refund claimants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and claim reference number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6235.

#### Refunds – Transportation of Persons With Permanent Physical Disabilities

**Location:** Taxation Data Centre, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, date of birth, medical condition and details of vehicle purchase. **Uses:** Verify eligibility for sales tax refund. **Categories of Users:** Ministry and audit staff. **Categories of Individuals in Bank:** Refund claimants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and claim reference number. **Access Controls:** Locked

cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6235.

#### **Refunds, Visitors to Ontario – Transient Accommodation and Goods Removed Within 30 Days**

**Location:** Taxation Data Centre, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, telephone number and details of transient accommodation and purchases made in Ontario by claimants. **Uses:** Verify eligibility for refund. **Categories of Users:** Ministry and audit staff. **Categories of Individuals in Bank:** Refund claimants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and claim reference number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6235.

#### **Retail Sales Tax – General Refunds**

**Location:** Retail Sales Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Retail Sales Tax Act, R.S.O. 1980, c.454. **Types of Information Maintained:** Name, address, details of financial transactions. **Uses:** Determine eligibility for tax refunds. **Categories of Users:** Administrative and audit staff. **Categories of Individuals in Bank:** Tax refund claimants. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, assigned tracking number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Retail Sales Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6199.

#### **Small Business Development Corporations (SBDC) – Grant Recipients**

**Location:** Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa. **Legal Authority:** Small Business Development Corporations Act, R.S.O. 1980, c.475. **Types of Information Maintained:** Name, address, date of birth, financial details of investment. **Uses:** Assist in the approval and payment of grants to investors under the act. **Categories of Users:** Operational, administrative and audit staff, Ministry of Treasury and Economics. **Categories of Individuals in Bank:** SBDC investors. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Investment certificate number and SBDC number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Minimum one year, then destroyed. **Official Responsible:** Director, Motor Fuels and Tobacco Tax Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6385.

#### **Special Investigations**

**Location:** Special Investigations Branch, 33 King Street West, Oshawa. **Legal Authority:** Land Transfer Tax Act, R.S.O. 1980, c.231; Retail Sales Tax Act, R.S.O. 1980, c.454; Gasoline Tax Act, R.S.O. 1980, c.186; Fuel Tax Act,

S.O. 1981, c.59; Corporation Tax Act, R.S.O. 1980, c.97. **Types of Information Maintained:** Name, age, business position, financial business information of individuals or companies under investigation. **Uses:** Investigate allegations against an individual or business. **Categories of Users:** Staff investigators, Tax Appeals, Legal Branch and audit staff. **Categories of Individuals in Bank:** Individuals suspected of non-compliance with requirements of tax revenue statutes and grants program administration. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, case file number. **Access Controls:** Restricted to staff on a sign-out basis. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Special Investigations Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6910.

#### **Tax Revenue and Grants Program – Appeal Files**

**Location:** Tax Appeals Branch, 33 King Street West, Oshawa. **Legal Authority:** Corporations Tax Act, R.S.O. 1980, c.97; Retail Sales Tax Act, R.S.O. 1980, c.454; Motor Vehicle Fuel Tax Act, R.S.O. 1980, c.300; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59; Mining Tax Act, R.S.O. 1980, c.269; Employee Share Ownership Plan Act, S.O. 1988, c.3; Race Tracks Tax Act, S.O. 1988, c.2. **Types of Information Maintained:** Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, personal opinions, legal opinions, third-party references, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under appeal. **Categories of Users:** Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. **Categories of Individuals in Bank:** Individuals filing a notice of appeal with the Tax Appeals Branch. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Six years, then destroyed; select files to archives. Precedent files retained until obsolete, then transferred to archives. **Official Responsible:** Director, Tax Appeals Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6370.

#### **Tax Revenue and Grants Program – Objection Files**

**Location:** Tax Appeals Branch, 33 King Street West, Oshawa. **Legal Authority:** Corporations Tax Act, R.S.O. 1980, c.97; Retail Sales Tax Act, R.S.O. 1980, c.454; Motor Vehicle Fuel Tax Act, R.S.O. 1980, c.300; Gasoline Tax Act, R.S.O. 1980, c.186; Tobacco Tax Act, R.S.O. 1980, c.502; Land Transfer Tax Act, R.S.O. 1980, c.231; Small Business Development Corporations Act, R.S.O. 1980, c.475; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1980, c.352; Ontario Guaranteed Annual Income Act, R.S.O. 1980, c.336; Fuel Tax Act, S.O. 1981, c.59; Mining Tax Act, R.S.O. 1980, c.269; Employee Share Ownership Plan Act, S.O. 1988, c.3; Race Tracks Tax Act, S.O. 1988, c.2. **Types of Information Maintained:** Name, address, telephone number, account number, permit number, Old Age Security

Number, Social Insurance Number, financial transactions, personal opinions, third-party references, legal opinions, correspondence and replies. **Uses:** Review tax assessments or disallowances of refunds or grants which are under objection. **Categories of Users:** Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. **Categories of Individuals in Bank:** Individuals filing a notice of objection with the Tax Appeals Branch. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or reference number. **Access Controls:** Locked storage, computer password. **Retention and Disposal:** Six years, then destroyed; select files to archives. Precedent files retained until obsolete, then transferred to archives. **Official Responsible:** Director, Tax Appeals Branch, 33 King Street West, Oshawa, Ontario, L1H 8H5, telephone: (416) 433-6030.

## Public Records

The Tax Revenue and Grants Program administers the Land Transfer Tax Act (a tax paid each time Ontario land is sold). Information contained in the Land Transfer Tax Affidavit is considered a public record.

The Property Tax Assessment Program collects and maintains a wide range of personal information. Much of the information is collected for public use and is a matter of public record. It is generally available through municipal or school board offices, regional offices or other sources. The "Property Assessment Public Information" record as described below is a subset of data from the Ontario Assessment System (OASYS) database.

### Land Transfer Tax Affidavit

**Purpose:** Record all Affidavits of Residence and Value of the Consideration filed for any conveyance of land where a payment of tax has been made under the act directly to the Ministry of Revenue. **Legal Authority:** Land Transfer Tax Act, R.S.O. 1980, c.231, as amended. **Types of Information Maintained:** Legal description of land, transferor's name, transferee's name, the residency status of the transferee, financial particulars and information regarding the allocation of the consideration passing for the conveyance. In addition, the following information may appear: information as to the nature of the land conveyed, information as to the nature of the conveyance, type of instrument involved, address of the property conveyed, assessment roll number, mailing address for the Assessment Act purposes, registration number of the previous instrument dealing with the land conveyed, name and address of the transferee's solicitor. **Policies and Practices – Retrievability:** Direct payment receipt number. **Retention and Disposal:** Not determined. **Access Procedures:** Searches as to the information listed on the affidavit only may be requested in person, by mail or telephone by contacting the Land Transfer Tax Section, Motor Fuels and Tobacco Tax Branch, Ministry of Revenue, 33 King Street West, Oshawa, L1H 8H9, telephone: (416) 433-6361 or (416) 965-1774, ext. 6361 (Toronto line).

### Property Assessment Public Information

**Purpose:** Produce the assessment roll; compile a list of persons entitled to direct school taxes; compile an

enumeration list for municipal elections. **Legal Authority:** Assessment Act, R.S.O. 1980, c.31; Municipal Elections Act, R.S.O. 1980, c.308; Education Act, R.S.O. 1980, c.129.

**Types of Information Maintained:** Name, assessment roll number, mailing address, property location, legal description of property, occupancy status, religion if Roman Catholic, school system supported, property value for assessment purposes. **Policies and Practices – Retrievability:** Name, assessment roll number, property address or legal description of property. **Retention and Disposal:** Destroyed when individual no longer has an ownership or tenancy interest in property. **Access Procedures:** Primary custodians of this information are municipalities. Requests for information should be referred to municipal clerks. Ministry of Revenue regional assessment offices will also respond to personal, telephone and written inquiries. Addresses are listed in the Government of Ontario Telephone Directory.

## Access

Freedom of Information and Privacy Coordinator  
Ministry of Revenue  
P.O. Box 627  
33 King Street West  
Oshawa, Ontario  
L1H 8H5  
Telephone: (416) 433-6028  
TDD: 1-800-263-7776



Manuals and other information are available for public review during regular office hours at the ministry's head office, 33 King Street West, Oshawa.



# Royal Ontario Museum

## Head

Chairman of the Board  
Royal Ontario Museum  
100 Queen's Park  
Toronto, Ontario  
M5S 2C6  
Telephone: (416) 586-5722

## Mandate

The Royal Ontario Museum (ROM) systematically collects and exhibits natural specimens, artifacts, documents and other materials, to make known to the public the natural history of Ontario, Canada and the world, and to make known to the public the history of mankind in all the ages. It conducts and publishes original scholarly research on those collections and the subjects represented by them, and interprets those collections and the results of that research to the public through galleries, special exhibitions, writing, teaching, lecturing, and the operation of the McLaughlin Planetarium.

## Organization

The business affairs of the Royal Ontario Museum are controlled and directed by a Board of Trustees to whom the Director, as chief executive officer, reports. The museum is organized into an executive office and six divisions.

## Divisions

### *Board of Trustees and Executive*

The Board of Trustees controls and directs the business affairs of the museum and provides direction to the Director. The Board consists of twenty-one trustees, fifteen of whom are appointed by the Lieutenant Governor in Council, three of whom are elected by the museum membership, and three of whom are ex-officio members: the President and the Chairman of the Governing Council of the University of Toronto, and the Director of the museum. The Director is responsible for the overall management of the museum in conformance with direction from the Board of Trustees.

### **Personal Information Banks**

Contain information on trustees and committee members of the museum and specific-use insurance files.

#### **Drivers List**

**Location:** Director's Office, 100 Queen's Park, Toronto.  
**Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, address, driver's licence number. **Uses:** Record authorized

users of museum vehicles for insurance purposes.

**Categories of Users:** Senior administrative staff.

**Categories of Individuals in Bank:** Employees whose duties may require them to operate museum vehicles.

**Policies and Practices – Storage:** Paper, computer.

**Retrievability:** Name, department, licence number. **Access**

**Controls:** Locked cabinet. **Retention and Disposal:** End of fiscal year following termination of employment, then destroyed. **Official Responsible:** Assistant to the Director, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5639.

#### **Museum Trustees**

**Location:** Board Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Types of Information Maintained:** Name, address, employment, education, professional associations. **Uses:** Maintain a record of trustees of the museum. **Categories of Users:** Trustees and senior management. **Categories of Individuals in Bank:** Trustees, honorary trustees and sub-committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, committee. **Access Controls:** Locked cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Secretary, Board of Trustees, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5722.

### *Administration and Finance Division*

The Administration and Finance Division is responsible for the maintenance and security of the building, the provision of office and computer services, and the provision of financial services including purchasing.

### **Personal Information Banks**

Contain administrative information on museum employees and volunteers.

#### **Identity/Employee Card**

**Location:** Security Administration Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, department, position, hours of authorized access, expiry date, photograph. **Uses:** Regulate access to museum premises. **Categories of Users:** Security staff. **Categories of Individuals in Bank:** Staff and volunteers issued with a pass. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, department. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Security, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5503.

#### **Key Holders Distribution List**

**Location:** Security Administration Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, department, keys issued, issue date, internal telephone number, signature of key holder. **Uses:** Record



distribution of keys for security purposes. **Categories of Users:** Security administrative staff. **Categories of Individuals in Bank:** Employees issued with keys. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, department, key number, issue date. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Security, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5503.

### Payroll Information

**Location:** Finance Department, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, date of birth, address, payroll transactions, employee benefits and deductions, employee number. **Uses:** Issue pay cheques; prepare T4s; generate management reports; record payroll/benefits transactions. **Categories of Users:** Finance department staff, Human Resources staff and senior management. **Categories of Individuals in Bank:** Museum employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number, employment information. **Access Controls:** Locked cabinets, computer password, secure area of building. **Retention and Disposal:** Seven years after termination, then destroyed. **Official Responsible:** Payroll Supervisor, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5616.

### Travel Expense Accounts

**Location:** Finance Department, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, Social Insurance Number, record of total expense account for fiscal year. **Uses:** Record advance account and expenditure totals. **Categories of Users:** Finance Department staff. **Categories of Individuals in Bank:** Museum employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Computer password, locked cabinet, secure area of building. **Retention and Disposal:** Seven years after fiscal year end, then destroyed. **Official Responsible:** Head, Finance Department, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5611.

## Curatorial Division

The Curatorial Division is responsible for the acquisition of museum collections, the conservation and management of the collections, and for research on and study of those collections. The division is organized into three functional groups: Science Departments, Art and Archaeology Departments, and Service Departments.

### Personal Information Banks

Contain information on professional activities of employees within the division and donors to the museum.

#### Collections Donor List

**Location:** Registration Department, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act,

R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, address, description of donation, appraisal of value (if tax receipt requested). **Uses:** Maintain record of donations to the museum; generate tax receipts; generate statistical reports. **Categories of Users:** Registration Department staff. **Categories of Individuals in Bank:** Persons who have donated or loaned artifacts or specimens to the museum. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, object accession number, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Permanent. **Official Responsible:** Registrar, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5666.

### Curatorial Staff Members' Professional Activities

**Location:** Office of the Associate Director, Curatorial's Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, rank upon appointment, present appointment status, date and place of birth, citizenship, marital status and spouse's name, number of children, education, history of professional activities, dates of promotion, salary. **Uses:** Maintain a record of curatorial staff to review for promotion; record biographical information; generate management reports. **Categories of Users:** Senior management, Board Curatorial Promotions Committee members. **Categories of Individuals in Bank:** Employees in the Curatorial Division. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Until superceded, then destroyed. **Official Responsible:** Associate Director, Curatorial, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5515.

## Development and Membership Division

The Development and Membership Division is responsible for fundraising and the provision of membership services including regular mailings of newsletters and notices.

### Personal Information Banks

Contain information about the museum's members and donors.

#### Donor List

**Location:** Development and Membership Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, address, amount of donation to the Royal Ontario Museum. **Uses:** Maintain record of donors to the museum; generate tax receipts; generate mailing lists. **Categories of Users:** Development and Membership staff, Finance Department staff. **Categories of Individuals in Bank:** Donors of funds to the Royal Ontario Museum. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director, Development and Membership, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5660.

## Membership List

**Location:** Development and Membership Office, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, address, category of membership. **Uses:** Maintain record of museum members; generate mailing lists. **Categories of Users:** Development and Membership staff. **Categories of Individuals in Bank:** Royal Ontario Museum members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Duration of membership, then destroyed. **Official Responsible:** Head, Membership Services, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5699.

## Exhibits Division

The Exhibits Division is responsible for planning, building and evaluating galleries and exhibitions.

## Personal Information Banks

None

## Human Resources Division

The Human Resources Division is responsible for providing direction for and the administration of all Personnel/Human Resources matters.

## Personal Information Banks

Contain information on museum employees.

## Central Attendance Recording System

**Location:** Personnel Department, Human Resources Division, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, record of work attendance. **Uses:** Provide statistical reports on attendance; record absences. **Categories of Users:** Managers, personnel department employees. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, department, Social Insurance Number. **Access Controls:** Locked files, controlled access. **Retention and Disposal:** Variable up to two years, then destroyed or incorporated into employee personnel file. **Official Responsible:** Assistant Director, Human Resources, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5543.

## Employment History and Payroll Information

**Location:** Personnel Department and Finance Department, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, address, work history, payroll transactions, employee benefit information, attendance records. **Uses:** Record employee's work history and payroll/benefit information. **Categories of Users:** Personnel staff,

department heads, auditors. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Secure area. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director, Human Resources, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5543.

## Grievances

**Location:** Personnel Department and individual departments, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5. **Types of Information Maintained:** Name, grievance, arbitration award. **Uses:** Comply with collective agreement process; document grievance process; generate management reports. **Categories of Users:** Personnel staff, senior managers. **Categories of Individuals in Bank:** Members of ROM bargaining unit. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, type of grievance, grievance number. **Access Controls:** Secured in Personnel Department. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed. **Official Responsible:** Assistant Director, Human Resources, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5543.

## Job Competitions

**Location:** Personnel Department, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Types of Information Maintained:** Name, address, application forms, resumes, job advertisement, screening information, appointment of successful candidate information. **Uses:** Document the hiring process; provide statistical data. **Categories of Users:** Personnel Department staff, department managers, auditors. **Categories of Individuals in Bank:** Applicants for ROM positions. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, position title of vacancy. **Access Controls:** Secured in Personnel Department. **Retention and Disposal:** Maximum three months after competition, then destroyed. **Official Responsible:** Recruiting Coordinator, Personnel Department, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5543.

## Medical Information (Personnel)

**Location:** Personnel Department/Human Resources Division, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.5; Occupational Health and Safety Act (OHSA), R.S.O. 1980, c.321. **Types of Information Maintained:** Name, health records, reports, claims. **Uses:** Satisfy requirements of OHSA; verify health status; authorize leaves. **Categories of Users:** Personnel staff, managers, auditors, benefit carriers as required. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Social Insurance Number. **Access Controls:** Locked cabinets, restricted access. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Director, Human Resources, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone: (416) 586-5543.

## Payroll, Personnel and Employee Benefits System

**Location:** Personnel/Finance Departments, 100 Queen's Park, Toronto. **Legal Authority:** Royal Ontario Museum Act, R.S.O. 1980, c.458, s.4(1). **Types of Information**

**Maintained:** Name, date of birth, address, Social Insurance Number, pay level, benefit coverage, other basic employee information. **Uses:** Issue pay cheques; prepare statistical reports; calculate pension contributions. **Categories of**

**Users:** Managers, Personnel and Finance Department staffs, some information for relevant unions, insurance companies and banks involved in payroll and benefits system. **Categories of Individuals in Bank:** Employees.

**Policies and Practices – Storage:** Computer, paper.

**Retrievability:** Name, Social Insurance Number. **Access**

**Controls:** Secure office. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Finance Department, or Assistant Director, Human Resources, 100 Queen's Park, Toronto, Ontario, M5S 2C6, telephone (416) 586-5543.

## Public Programs Division

The Public Programs Division is responsible for public relations and marketing, for the provision of educational programs, and visitor and outreach services. The division also operates the McLaughlin Planetarium and the museum's publications department.

## Personal Information Banks

None

## Access

Freedom of Information and Privacy Coordinator  
Royal Ontario Museum  
100 Queen's Park  
Toronto, Ontario  
M5S 2C6  
Telephone: (416) 586-5639



A public reading room for the review of manuals and other information is open during regular office hours at 100 Queen's Park, Toronto.

# St. Clair College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
St. Clair College of Applied Arts and Technology  
2000 Talbot Road West  
Windsor, Ontario  
N9A 6S4  
Telephone: (519) 972-2000

## Mandate

Serving the counties of Essex and Kent, St. Clair College provides career-oriented education and training geared to local employment requirements in the areas of applied arts, business, technology and trades, community and industrial services, health sciences, social services, general education and continuing education.

## Organization

St. Clair College is governed by a Board of Governors with the college President as chief executive officer. The college is organized into two divisions – Academic, and Student, Staff and Administrative Services – and provides programs at the Main (South) Campus, the Community Career Counselling Services Centre and the Industrial Resource Centre in Windsor, and at the Thames Campus in Chatham. Administrative headquarters are located in Windsor.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Board of Governors Membership
- Co-op, Work Term, Final Job Placements
- Dental Clinic Patients
- Employee Personnel, Payroll and Benefits Records
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Health and Medical Records
- Job Competitions and Applications
- Library Users
- Ontario Basic Skills Program Trainees
- Ontario Training Incentive Program Trainees
- Ontario Student Assistance Program
- Professional Development
- Scholarships and Awards
- Student Athletics and Fitness Programs
- Student Counselling
- Student Applications
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Test, Examinations and Assessments
- Vocational Testing and Counselling
- Workers' Compensation

## Access

Freedom of Information and Privacy Coordinator  
St. Clair College of Applied Arts and Technology  
2000 Talbot Road West  
Windsor, Ontario  
N9A 6S4  
Telephone: (519) 966-1656, ext. 220

A public reading room for the review of manuals and other information is open during regular office hours at the Main (South) Campus, Windsor.



# St. Lawrence College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
St. Lawrence College Saint-Laurent  
2288 Parkedale  
Brockville, Ontario  
K6V 5X3  
Telephone: (613) 345-0660

## Mandate

St. Lawrence College Saint-Laurent responds to the educational and training needs of adult residents in the six-county area of Frontenac, Leeds, Grenville, Stormont, Dundas, and Glengary.

## Organization

The college is organized into three campuses each administered by a principal. Each campus functions semi-autonomously with different organizational structures to meet local needs. Some services are delivered through the central administrative headquarters in Brockville.

## Divisions

### *Board of Governors*

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies and overseeing college operations.

### **Personal Information Banks**

None

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is the chief executive officer responsible for managing the college's business affairs. The Manager of College Communications and the Dean of Human Resources Development report directly to the President.

### **Personal Information Banks**

None

### *Brockville Campus*

This campus offers full- and part-time programs in the career areas of business, creative arts, health sciences,

human studies and technology. The campus is administered by a principal, with each department headed by a dean/director.

### *Cornwall Campus*

This campus offers bilingual services and provides full- and part-time programs, including University of Ottawa credit courses, in the areas of business, office administration, creative careers, health, social services, and trade and technology. The campus is administered by a principal, with each department headed by a dean/director.

### *Kingston Campus*

This campus offers full- and part-time programs in the areas of business, visual and creative arts, health, social services, animal sciences and technology. The campus is administered by a principal, with each department headed by a dean/director.

### **Personal Information Banks**

The college's three campuses maintain similar personal information banks. The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
Employee Personnel, Payroll and Benefits Records  
FUTURES Program Applicants and Participants  
Graduate and Alumni Records  
Health and Medical Records  
Job Competitions and Applications  
Library Users  
Ombudsman/Human Rights Commission  
Ontario Basic Skills Program Trainees  
Ontario Student Assistance Program  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments  
Workers' Compensation

## Access

Freedom of Information and Privacy Coordinator  
St. Lawrence College Saint-Laurent  
2288 Parkedale  
Brockville, Ontario  
K6V 5X3  
Telephone: (613) 345-0660



A public reading room for the review of manuals and other information is open during regular office hours at the Brockville Campus.

# Sault College of Applied Arts and Technology

## Head

Chairperson, Board of Governors  
Sault College of Applied Arts and Technology  
P.O. Box 60  
443 Northern Avenue  
Sault Ste. Marie, Ontario  
P6A 5L3  
Telephone: (705) 759-6774

## Mandate

The mission of Sault College is to meet the educational needs of adults in the District of Algoma through career-orientated programs and courses at the certificate and diploma levels that provide the knowledge and skill for immediate employment in the career area of study.

## Organization

Sault College is governed by a Board of Governors and is organized into three divisions: Academic, Administrative Services and Human Resources & Student Services. Head office is located in Sault Ste. Marie with satellite campuses in Elliot Lake and Wawa.

## Divisions

### *Board of Governors*

The Board of Governors, appointed by the Council of Regents establishes college goals and policies, oversees college operations and evaluates program results. Standing committees of the Board are Building and Finance, Audit, Academic and Staff Relations.

### **Personal Information Banks**

None

### *Office of the President*

Appointed by and responsible to the Board of Governors, the President manages the business affairs of the college. Internal Audit also reports to the President.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory are maintained.

Board of Governors Membership

## *Academic Division*

The division is responsible for developing and delivering educational programs in the following areas: engineering, business, health sciences, technical trades, applied arts, sciences and natural resources, continuing education and industrial training. The division also provides day care, library, academic services, educational productions and information services and administers provincial/federal programs. The division is organized into ten departments.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants  
FUTURES Program Applicants and Participants  
Library Users Lists  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Student Appeals (disciplinary, administrative, academic)  
Tests, Examinations and Assessments

## *Administrative Services Division*

Headed by the Director of Administrative Service, this division provides administrative support functions for the college. Reporting to the Director are the following departments: Admissions and Records, Physical Resources, Accounting and Payroll, Purchasing, Computer Services, Budget and Operations Review.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records  
Student Applications  
Student Registration and Academic History

## *Human Resources and Student Services Division*

Headed by the Director, this division provides a variety of administrative support functions in two broad areas, student services and human resources. Student services include marketing and recruitment, placement, counselling and career services, athletics, student residence, health and cafeteria services and secondary school liaison. Human resource services include employee relations and professional development. The division is organized into six departments.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Employee Personnel, Payroll and Benefits Records

Health and Medical Records  
Job Competitions and Applications  
Ombudsman/Human Rights Commission  
Ontario Student Assistance Program  
Professional Development  
Scholarships and Awards  
Student Athletics and Fitness Programs  
Student Counselling  
Teacher Workload Records (Standard Workload Form)  
Vocational Testing and Counselling

## Access

Information and Privacy Coordinator  
Sault College of Applied Arts and Technology  
P.O. Box 60  
443 Northern Avenue  
Sault Ste. Marie, Ontario  
P6A 5L3  
Telephone: (705) 759-6774



A public reading room for the review manuals and other information is open during regular office hours in the library, 443 Northern Avenue, Sault Ste. Marie.

# Seneca College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Seneca College of Applied Arts and Technology  
1750 Finch Avenue East  
North York, Ontario  
M2J 2X5  
Telephone: (416) 491-5050, ext. 2002

## Mandate

Seneca College is responsible for providing courses of types and levels beyond or not suited to the secondary school setting; meeting the needs of graduates from secondary schools seeking an alternative to university; meeting the educational needs of adults and out-of-school youth whether or not they are secondary school graduates; enhancing effectiveness in the workplace and quality of life for students; and meeting the relevant needs of the college's communities.

## Organization

The college is governed by a Board of Governors and organized into five areas encompassing 22 campuses and office locations. The areas consist of the Office of the President, Senior Vice-President, two Vice-Presidents and the Office of the Comptroller. The areas of the Senior Vice-President and the two Vice-Presidents include both academic and administrative functions.

## Divisions

### *Board of Governors*

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are six committees: Appointments, Audit, Executive, Facilities Planning, Operational Review Steering, and Succession Planning. The Board establishes college goals and policies.

### Personal Information Banks

None

### *Office of the President*

The Office of the President provides management and direction for both the academic and administrative affairs of the college, provides administrative support to the Board of

Governors and the President, reviews college operations, enhances government relations and organizes corporate fundraising.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership

### *Senior Vice-President*

The area provides the overall planning of all college academic activities. The area provides academic programs for King Campus and the following divisions: Business and Industrial Training, Continuing Education, Developmental Studies, and Physical Education. The area also plans and administers the following departments: College Marketing, the Conference Centre, Cooperative Education Programs, Government Programs, International Programs, the Learning Resource Centres, the Management Development Centre, Post-Secondary Academic Planning, Recreation Facilities-King Campus, Student Affairs, Student Registration, and the Suzuki School of Music.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants  
Ontario Basic Skills Program Trainees  
Ontario Training Incentive Program Trainees  
Scholarships and Awards  
Student Applications  
Student Athletics and Fitness Programs  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments

Also contain information on students enrolled in the Underwater Skills Program.

### Student Medical Records – Underwater Skills Program

**Location:** Underwater Skills Program, King Campus, Dufferin Street North, King City. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1980, c.272. **Types of Information Maintained:** Name, student number, medical information. **Uses:** Verify medical fitness; treat student in case of medical emergency. **Categories of Users:** Doctor, staff and students involved in the program. **Categories of Individuals in Bank:** Students in Underwater Skills Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, identification number. **Access Controls:** Locked cabinet. **Retention and Disposal:** Returned to students on completion of program. **Official Responsible:** Program Coordinator, King Campus, Dufferin Street North, R.R. 3, King City, Ontario, L0G 1K0, telephone: (416) 833-3333 or 1-800-263-2060.



## ***Vice-President***

The area provides academic programs for the School of Communication Arts and the following divisions: Business, Computers, Office Administration, Precision Skills, and Technology. The area also plans and administers the following departments: Computer Services, Physical Resources, and the Student Residence.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Forms)
- Tests, Examinations and Assessments

## ***Vice-President***

The area provides academic programs for Sheppard and Yorkdale Campuses including the Canadian Forces Community College Program and the following divisions: Applied Arts, English and Communications, Health Sciences, Independent Learning, and Liberal Studies. The area also plans and administers the following departments: Administrative Services, the Bookstore, Education and Employment Equity, Employee Relations, Minkler Auditorium, Professional Development, and monitors Seneca's implementation of the Collective Agreements.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

- Dental Clinic Patients
- Employee Personnel, Payroll and Benefits Records
- Health and Medical Records
- Job Competitions and Applications
- Ombudsman/Human Rights Commission
- Professional Development
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Workers' Compensation

## ***Office of the Comptroller***

The area provides corporate budget, financial, payroll, purchasing and receiving services for the college.

### **Personal Information Banks**

None

## **Access**

Freedom of Information and Privacy Coordinator  
Seneca College, Fairmeadow Campus  
17 Fairmeadow Avenue  
North York, Ontario  
M2P 1W6  
Telephone: (416) 491-5050, ext. 4640

Public reading rooms for the review of manuals and other information are open during regular office hours at the Newnham Campus (North York) and the King Campus (King City) Learning Resource Centres.

# Office for Senior Citizens' Affairs

## Head

Minister for Senior Citizens' Affairs  
6th Floor, 76 College Street  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-1702

## Mandate

The Office for Senior Citizens' Affairs has two primary roles: policy development and information services. In its policy role, the office is responsible for developing an aggregate policy framework for seniors' services and for ensuring coordination of policies affecting the elderly. It also has specific responsibilities for selected initiatives in the White Paper on health and social services. The office also provides information to senior citizens and promotes recognition of the contributions of seniors to their communities.

## Organization

The office has two operating units – Strategic Planning/Policy Development and Information Services. Both units operate under the direction of the Special Advisor to the Minister.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by this office or by the Ministry of Government Services which provides personnel support.

- Central Attendance Recording System (CARS)
- Employment Application Inventory
- General Employment History and Payroll Information
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Performance Management
- Travel Expense Accounts

Survey data collected as part of the Ontario Longitudinal Study on Aging (LSA) is under the direction of this office, but is maintained by the University of Waterloo in Kitchener.

## Affiliated Agencies

### *Ontario Advisory Council on Senior Citizens*

The Ontario Advisory Council on Senior Citizens advises the Government of Ontario through the Minister for Senior Citizens' Affairs on matters pertaining to the well-being of the aged and aging population in Ontario. The council promotes the development and initiation of opportunities for self-help for senior citizens and reviews current policies which have a bearing on aged and aging persons.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Job Competitions
- Performance Management
- Travel Expense Accounts

This office also maintains a mailing list for its publication "Especially for Seniors", a quarterly publication that goes to all senior citizens in Ontario in receipt of old age security. This mailing list is provided by the Ministry of Health.

## Access

Coordinator  
Information and Privacy  
Office for Senior Citizens' Affairs  
6th Floor, 76 College Street  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-5106



A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor at 76 College Street, Toronto.

In addition, a public reading room is located at the council office on the second floor at 700 Bay Street, Toronto, (telephone: (416) 965-2324).

# Sheridan College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Sheridan College of Applied Arts and Technology  
1430 Trafalgar Road  
Oakville, Ontario  
L6H 2L1  
Telephone: (416) 845-9430

## Mandate

The mission of Sheridan College is to meet the non-university career education needs of full-time and part-time students, both post-secondary and other, of the adult population of Peel and Halton Regions and, as appropriate, other citizens of Ontario. Sheridan College provides high quality, practical, career-centred education and training in many program areas.

## Organization

Sheridan College is governed by a 17-member Board of Governors, which includes four non-voting members of the college constituent groups (faculty, staff, student, administration), and the college President as an ex-officio member. The college is organized into three divisions, with 10 campuses in Brampton, Burlington, Milton, Mississauga and Oakville. The college administrative headquarters are in Oakville.

## Division

### *Board of Governors*

The Board of Governors, appointed by the Council of Regents and the local municipality, establishes college goals and policies, and oversees college operations. The Board has established two standing committees: Administration and Operations.

### **Personal Information Banks**

The following personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is chief executive officer with full authority to manage and direct the business affairs of the college. The

President's Office is comprised of the President, the Government Relations Office, and the Affirmative Action Adviser.

### **Personal Information Banks**

None

### *Academic Division*

The Vice-President, Academic, is responsible for educational programs to full-time students in the following areas: post-secondary (applied arts, applied science and technology, business, computer studies, crafts and design, English and the language arts, fashion and merchandising arts, media arts and music theatre, health sciences, visual arts), skills development, and co-operative education. Each academic school is administered by a dean. Additional responsibilities include academic planning and analysis, and the college's computer systems.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
Ontario Basic Skills Program Trainees  
Tests, Examinations and Assessments

### *Administration and Development Division*

The Vice-President, Administration and Development, is responsible for administrative support and student services functions, as well as for part-time programs offered through Continuing Education and Training and Leadership Development. Administrative support functions include management information systems, human resources, marketing, and information services. Included in student services functions are placement, housing, enrolment services, athletics, alumni affairs and fundraising, health services, and counselling and career services. Also responsible for professional development, research and development, library and media services, operational review, teleconferencing/distance education, and international affairs.

### **Personal Information Banks**

The following personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records  
FUTURES Program Applicants and Participants  
Graduate and Alumni Records  
Health and Medical Records  
Job Competitions and Applications  
Library Users Lists  
Ontario Student Assistance Program  
Ontario Training Incentive Program Trainees  
Professional Development  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs

Student Counselling  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Vocational Testing and Counselling  
Workers' Compensation

## **Finance Division**

The Vice-President, Finance, is responsible for physical plant, accounting services, audit, payroll, purchasing, telecommunications, the Innovation Centre, and ancillary operations including college bookstores, cafeterias and a student residence. Also acts as Secretary to the Board of Governors.

## **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Innovation Centre Clients, Registrants and Users

## **Access**

Information and Privacy Coordinator  
Sheridan College of Applied Arts and Technology  
1430 Trafalgar Road  
Oakville, Ontario  
L6H 2L1  
Telephone: (416) 845-9430



A public reading room for the review of manuals and other information is open during regular library hours at the Main Library, Oakville Campus, 1430 Trafalgar Road, Oakville.



# Sir Sandford Fleming College of Applied Arts and Technology

## Head

Chairman, Board of Governors  
Sir Sandford Fleming College of Applied Arts and Technology  
Brealey Drive  
Peterborough, Ontario  
K9J 7B1  
Telephone: (705) 743-5610

## Mandate

The college's responsibility is to provide a comprehensive learning environment designed to meet and accommodate the diverse needs of students from across Canada, with the primary area of service being Northumberland, Haliburton, Peterborough, and Victoria Counties. The college provides education and training emphasizing vocational and avocational subjects for secondary school graduates and mature students.

## Organization

The college is governed by a 17-member Board of Governors which includes the college's President as an ex-officio member and secretary-treasurer. The college is organized under the President supported by four senior officers: Executive Dean/Principal, Sutherland Campus; Executive Dean/Principal, Frost Campus; Executive Director, Administrative Services; Executive Director Human Resources, Student Services, and Registrar. The college has two campuses located on five sites in Peterborough, Cobourg, Lindsay, and Haliburton. Administrative headquarters are located in Peterborough.

## Divisions

### *Board of Governors*

The Board of Governors is appointed by the Council of Regents and establishes College policies and provides corporate direction. The Board is organized into five standing committees: Executive; Finance and Property; Academic and Student Affairs; and Audit; and Operational Review.

### **Personal Information Banks**

None

### *President's Office*

Appointed by and responsible to the Board of Governors, the President is the chief executive officer responsible for

managing the business affairs of the college. The Director of Public Relations and the Director of Planning and Special Projects report directly to the President.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

### *Sutherland Campus*

Sutherland Campus is headed by an Executive Dean/Principal and provides academic programs in Applied Arts, Business, Health Sciences, and Technology. The campus is organized into three academic schools: The School of Business, The School of Health Sciences and Applied Arts, and The School of Technology. In addition, there are non-academic divisions relating to student services (counselling, health services, admissions, athletics, financial aid), marketing, plant and property, library, and professional development.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements  
Day Care Registrants  
FUTURES Program Applicants and Participants  
Graduate and Alumni Records  
Health and Medical Records  
Innovation Centre Clients, Registrants and Users  
Library Users Lists  
Ontario Basic Skills Program Trainees  
Ontario Student Assistance Program  
Ontario Training Incentive Program Trainees  
Professional Development  
Scholarships and Awards  
Student Appeals (disciplinary, administrative, academic)  
Student Applications  
Student Athletics and Fitness Programs  
Student Counselling  
Student Registration and Academic History  
Teacher Workload Records (Standard Workload Form)  
Tests, Examinations and Assessments  
Vocational Testing and Counselling

### *Frost Campus*

Provides academic programs in natural resource and related fields. The campus is organized into four academic divisions: Resource Management, Resource Services, Resource Technology, and Training and Community Education. In addition, there are non-academic divisions relating to student services (counselling, health services, admissions, athletics, financial aid), marketing, library, plant and property, and professional development.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Co-op, Work Term, Final Job Placements
- FUTURES Program Applicants and Participants
- Graduate and Alumni Records
- Library Users Lists
- Ontario Student Assistance Program
- Professional Development
- Scholarships and Awards
- Student Appeals (disciplinary, administrative, academic)
- Student Applications
- Student Athletics and Fitness Programs
- Student Counselling
- Student Registration and Academic History
- Teacher Workload Records (Standard Workload Form)
- Tests, Examinations and Assessments
- Vocational Testing and Counselling

## Administrative Services

Reporting to the Executive Director of Administrative Services are Financial Services, Statistical Services, Computer Services, Physical Resources, and Purchasing.

## Personal Information Banks

None

## Human Resources

This division provides human resource services to the college.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Employee Personnel, Payroll and Benefits Records
- Job Competitions and Applications
- Ombudsman/Human Rights Commission
- Professional Development
- Teacher Workload Records (Standard Workload Form)
- Workers' Compensation

## Access

Freedom of Information and Privacy Coordinator  
Sir Sandford Fleming College  
526 McDonnell Street  
Peterborough, Ontario  
K9J 7B1  
Telephone: (705) 743-5620



A public reading room for the review of manuals and other information is open during regular office hours at Brealey Drive, Peterborough.

# Ministry of Skills Development

## Head

Minister of Skills Development  
13th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 965-8276

## Mandate

The ministry is responsible for developing and implementing policies, programs and activities that will assist individuals in obtaining the skills necessary to enhance their employability and that will contribute to Ontario's economic growth by helping employers achieve their skills development goals. The ministry is also responsible for improving access to training and employment opportunities for persons with special needs and other targetted groups that encounter particular employment barriers.

## Organization

The ministry's head office is in Toronto. It is organized into three divisions. Ministry programs are administered and the public served from head office and 27 field offices.

## Divisions

### *Office of the Deputy Minister*

Provides support to the deputy minister in matters relating to programs and policies of the ministry, and includes the Legal Services Unit which advises the ministry on legal matters.

### **Personal Information Banks**

None

### *Communications and Marketing Branch*

The branch provides communications support to the minister, deputy minister and program branches and includes French Language Services. Activities include development and implementation of communications and marketing strategies, media liaison, answering public enquiries, production and distribution of publications, news releases, speeches and audio-visual materials, and special promotions and similar communications functions.

### **Personal Information Banks**

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

### *Finance and Administration Division*

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. In addition, it provides financial, budgeting, human resources, office services and administrative support to the ministry. The division comprises: Audit Branch; Management Resources Branch; Financial Services; Information Systems; and Financial Inspection Services.

### **Personal Information Banks**

The following common personal information banks as described in Chapter II of this directory are maintained by this division or by the Ministry of Treasury and Economics which provides some personnel support to the ministry.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
General Employment History and Payroll Information  
Grievances and Applications  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

### *Policy and Development Division*

The division assists the deputy minister and senior management to develop strategic, policy and management planning processes; develops, analyses, and coordinates responses to policy issues affecting the ministry; maintains ministry liaison with Cabinet committees and work groups; evaluates the potential impact of external factors likely to affect existing or future activities of the ministry; works with the federal government to develop overall federal-provincial training agreements and implement parts of those agreements; and undertakes research in areas such as human resource planning and labour market requirements. The division comprises: Policy and Planning Branch; Planning Development; Federal-Provincial Relations; and Labour Market Research.

### **Personal Information Banks**

None

### *Skills Training Division*

The Skills Training Division includes the Apprenticeship Branch, the Training Support Services Branch and the Literacy Branch, and is responsible for the implementation and administration of a variety of employer-based training

and training support programs aimed at assisting employers and individuals to achieve their skills development goals.

## Personal Information Banks

Related primarily to individuals pursuing trade certification via apprenticeship, modular or other modes of training. The banks are used for administrative purposes by ministry staff (e.g., the Enforcement Services, Field Services and Operational Support units).

### Application for Trades Certification (apprentices, tradesmen, hairstyling students, modular trainees)

**Location:** Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24; National Training Act, S.C. 1982, c.109, as amended. **Types of Information Maintained:** Name, address, Social Insurance Number, sex, date of birth, employment status, present employer information, employment history, trade certificates, education history, status reports, diploma issuance, trade name and code, demonstration of skills test results, reference letters, trade examination results, medical information. **Uses:** Monitor apprentices during contract tenure; evaluate credentials re certification, credit deduction eligibility, trade examination/certification eligibility; letter of authority evaluation; temporary certificate issuance; monitor payment for certificate renewal. **Categories of Users:** Branch management, branch clerical staff, ministry enforcement officers and industrial training consultants. **Categories of Individuals in Bank:** Apprentices, tradespersons, hairstyling students, modular trainees. **Policies and Practices – Storage:** Paper, microfiche. **Retrievability:** Social Insurance Number and name. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Varies from two to seven years, then destroyed. **Official Responsible:** Supervisor, Records and Information Control, Mowat Block, 12th Floor, 900 Bay Street, Toronto, Ontario, M7A 1L2, telephone: (416) 965-4184.

### Investigation and Inspection Files

**Location:** Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Types of Information Maintained:** Name, address, individual case investigations, inspections of persons working in compulsory regulated trades, apprentice wage reclamations, private hairstyling school information. **Uses:** Document and monitor private hairstyling schools to ensure compliance with Apprenticeship and Tradesmen's Qualification Act and regulations thereunder; monitor apprenticeship in compulsory regulated trades; investigate re apprentice wage complaints. **Categories of Users:** Branch staff, ministry enforcement officers. **Categories of Individuals in Bank:** Apprentices, employers, tradesmen, and school owners under investigation/inspection. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Nine years following completion of investigation/inspection, then transferred to archives. **Official Responsible:** Manager, Enforcement Services, Apprenticeship Branch, 900 Bay Street, 9th Floor, Mowat Block, Toronto, Ontario, M7A 1L2, telephone: (416) 965-6157.

## Progressive Achievement Test History Record

**Location:** Toronto Central Apprenticeship Office, 558 Yonge Street, 2nd Floor, Toronto. **Legal Authority:** Apprenticeship and Tradesmen's Qualification Act, R.S.O. 1980, c.24. **Types of Information Maintained:** Name, address, Social Insurance Number, education and employment history, examination results, counsellor's comments and recommendations. **Uses:** Determine eligibility for apprenticeship program. **Categories of Users:** Branch administrative staff and training officers. **Categories of Individuals in Bank:** Applicants for apprenticeship programs. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and exam date. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Assistant Director, 12th Floor, Mowat Block, Toronto, Ontario, M4Y 1L2, telephone: (416) 965-5855.

## TRANSITIONS Applicant Files

**Location:** Transitions, 3rd Floor, Mowat Block, 900 Bay Street, Toronto. **Legal Authority:** Orders in Council 701/85 and 916/85 establishing the ministry. **Types of Information Maintained:** Name, address, Social Insurance Number, age, citizenship, education, employment history, financial status of grant, history, counsellor's comments and recommendations, claim payment information, update and amount, field verification unit results of audit, information on employer/training organization (name, address, contact person, size of business, curriculum for proposed training). **Uses:** Determine eligibility; establish curriculum and training goals/objectives; administer program. **Categories of Users:** Branch Industrial Training Consultant, senior manager, Transitions Program and Field Verification Unit staff. **Categories of Individuals in Bank:** Older unemployed workers, 45 years of age and over, resident in Ontario, whose unemployment dates from within the last six months prior to application and whose reason for unemployment is plant closure, failure of business or shortage of work. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Locked room, computer password. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Manager, Transitions, 3rd Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M5S 1L2, telephone: (416) 963-0864.

## Youth Employment Services Branch

The Youth Employment Services Branch is responsible for the implementation of youth employment programs and services which include the FUTURES, Start-Up, Ontario Youth Employment and Summer Experience programs and Environmental Youth Corp.

## Personal Information Banks

Related primarily to applications for loans under the Student and Youth Venture Capital programs, and requests for assistance through the Ontario Youth Hotline.



## Business Loan Applications

**Location:** Youth Enterprise, 434 University Avenue, Room 501, Toronto. **Legal Authority:** Orders in Council 701/85 and 916/85 establishing the ministry. **Types of Information Maintained:** Name, address, Social Insurance Number, age, references, credit profile, business plan, business address, loan status, bank/chamber review, ministry review. **Uses:** Determine eligibility and qualifications for loans; monitor business activity; establish audit/collection trail. **Categories of Users:** Branch/unit staff. **Categories of Individuals in Bank:** Individuals seeking/granted/refused loans to start and operate small businesses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or internal control number. **Access Controls:** Locked file cabinets, computer password. **Retention and Disposal:** From two to six years, then transferred to archives. **Official Responsible:** Manager, Youth Enterprise, Youth Employment Services Branch, 434 University Avenue, Room 501, Toronto, Ontario, M5G 1K6, telephone: (416) 965-3540.

## Ontario Youth/Training Hotline

**Location:** Ontario Youth Hotline, 102 Bloor Street West, 3rd Floor, Toronto. **Legal Authority:** Orders in Council 701/85 and 916/85 establishing the ministry. **Types of Information Maintained:** Name, address, telephone number, sex, age, education level, language spoken, employment history, size and type of employer, number of vacancies. **Uses:** Decide program eligibility; refer caller to delivery agencies; assist in solving problems; provide statistical information on program effectiveness. **Categories of Users:** Hotline staff, and statistics only to administrative branch and program specialists. **Categories of Individuals in Bank:** Youth, unemployed persons under the age of twenty-five, employers, journeymen, general trainees, apprentices and non-profit organizations seeking employment/information on a wage-subsidy program. **Policies and Practices – Storage:** Paper and computer. **Retrievability:** Name. **Access Controls:** Locked office, computer password. **Retention and Disposal:** From three to four years, then destroyed or transferred to archives. **Official Responsible:** Manager, Ontario Youth Hotline, 102 Bloor Street West, 3rd Floor, Toronto, Ontario, M5S 1M8, telephone: (416) 963-3237.

## Affiliated Agencies

### *Apprenticeship and Tradesmen's Provincial Advisory Committees*

The following provincial advisory committees are established under the Apprenticeship and Tradesmen's Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

- The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic
- The Provincial Advisory Committee for the Trade of Alarm and Security System Installer
- The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter
- The Provincial Advisory Committee for the Trade of Automatic Machinist

- The Provincial Advisory Committee for the Trade of Automotive Machinist
- The Provincial Advisory Committee for the Trade of Baker
- The Provincial Advisory Committee for the Trade of Brick and Stone Mason
- The Provincial Advisory Committee for the Trade of Chemical Process Operator
- The Provincial Advisory Committee for the Trade of Construction Boilermaker
- The Provincial Advisory Committee for the Trade of Construction Millwright
- The Provincial Advisory Committee for the Trade of Cook
- The Provincial Advisory Committee for the Trade of Electrician
- The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic
- The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platework)
- The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic
- The Provincial Advisory Committee for the Trade of General Carpenter
- The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic
- The Provincial Advisory Committee for the Trade of Hairstylist
- The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic
- The Provincial Advisory Committee for the Trade of Hoisting Engineer
- The Provincial Advisory Committee for the Trade of Horticulture
- The Provincial Advisory Committee for the Trade of Industrial Electrician
- The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)
- The Provincial Advisory Committee for the Trade of Industrial Woodworker
- The Provincial Advisory Committee for the Trade of Instrumentation Mechanic
- The Provincial Advisory Committee for the Trade of Ironworker
- The Provincial Advisory Committee for the Trade of Lineman
- The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic
- The Provincial Advisory Committee for the Trade of Motorcycle Mechanic
- The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic
- The Provincial Advisory Committee for the Trade of Painter and Decorator
- The Provincial Advisory Committee for the Trade of Plumber and Steamfitter
- The Provincial Advisory Committee for the Trade of Precision Metal Machining
- The Provincial Advisory Committee for the Trade of Radio and Television Service Technician
- The Provincial Advisory Committee for the Trade of Refrigeration and Air-Conditioning Mechanic
- The Provincial Advisory Committee for the Trade of Sheet Metal Worker

The Provincial Advisory Committee for the Trade of  
Sprinkler and Fire Protection Installer  
The Provincial Advisory Committee for the Trade of  
Truck/Coach Mechanic  
The Provincial Advisory Committee for the Trade of  
Watch Repairer  
The Provincial Advisory Committee for Trades Updating

## Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of Skills Development  
11th Floor, 101 Bloor Street West  
Toronto, Ontario  
M5S 1P7  
Telephone: (416) 967-8300



A public reading room for the review of manuals and other information is open during regular office hours on the eleventh floor at 101 Bloor Street West, Toronto.

# Ministry of the Solicitor General

## Head

Solicitor General  
11th Floor, George Drew Building  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6  
Telephone: (416) 965-2021

## Mandate

The ministry oversees law enforcement and public safety throughout Ontario; supervises all provincial police services including those maintained by municipalities and regions; and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility; maintains provincial fire safety standards; determines cause when death occurs in unusual circumstances; oversees a forensic pathology service; and coordinates emergency planning for the province.

## Organization

Head office is in Toronto. The ministry comprises four main divisions: the Ontario Provincial Police; Policy and Program Development; Program Resources; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The Special Advisor to the Deputy Minister and the OPP Telecommunications Project report to the deputy minister.

## Divisions

### *Ontario Provincial Police Telecommunications Project*

Established to design and implement a new province-wide mobile radio system for the Ontario Provincial Police.

### Personal Information Banks

None

### *Ontario Provincial Police (OPP)*

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides specialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three deputy commissioners – Field Operations, Investigations, and Services – and seven divisions each under the command of a chief

superintendent. The Office of the Commissioner provides policy direction and coordinates operations. The Budget Coordinator, Force Adjudicator, Professional Standards Branch, Protocol Officer and the Relocation Project are all within the Office of the Commissioner and have direct reporting lines. Field Operations is comprised of three field divisions ("A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17)), Field Coordination Branch and Indian and Municipal Policing Branch. In total, Field Operations consists of 16 policing districts comprising 188 detachments including 13 municipal and four summer detachments. Investigations is comprised of two divisions: Special Investigations Division which consists of Anti-Rackets Branch, Criminal Investigations Branch, and General Investigations Branch; and Investigation Support Division which consists of Intelligence Branch, Registration Branch, Security Branch and Technical Support Branch. Services is comprised of Policy and Planning Branch, Program Evaluations Branch and two divisions – Administrative Services which consists of Information Services Branch, Records Management Branch, Staff Services Branch, and Training Branch; and Support Services Division which consists of Computer and Telecommunications Branch, Quartermaster Stores Branch and Transport Branch.

### Personal Information Banks

Contain information relating to individuals involved in OPP programs including employees and prospective employees, individuals licenced or appointed by the OPP or subject to regulatory activity by the OPP, and individuals subject to or associated with law enforcement investigations.

### Administrative Records – OPP

**Location:** Support Services Division, 90 Harbour Street, Toronto. Also district headquarters and detachments. Refer to the public telephone directory for addresses. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, badge number, uniforms and equipment issued, service revolver registrations, identification cards, building passes, benefits or privileges granted or refused. **Uses:** Internal administration. **Categories of Users:** Quartermaster Stores Branch and field staff. **Categories of Individuals in Bank:** Current and former members of the OPP, ministry staff, individuals retained on contract by the OPP or ministry. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, badge number, identification number, serial or registration number. **Access Controls:** Secure locations with controlled access, computer password. **Retention and Disposal:** Two to 25 years, then destroyed. **Official Responsible:** Chief Superintendent, Supply Division, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4413.

### Auxiliary Police – OPP

**Location:** Field Coordination Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.52. **Types of Information Maintained:** Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals,

training records, security clearance information. **Uses:** Evaluate eligibility for continued service. **Categories of Users:** Field Coordination Branch staff, OPP senior management. **Categories of Individuals in Bank:** Individuals serving as OPP auxiliary police. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and location of posting. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six months to 20 years, then transferred to archives. **Official Responsible:** Director, Field Coordination Branch, 3rd Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4890.

#### Courses Administered by the OPP

**Location:** Training Branch, Provincial Police Academy, McLaughlin Road, Brampton; and Staff Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, assessments, examination results, other performance measures, records of achievement and related documents. **Uses:** Support qualifications for certificates, awards or diplomas; evaluate instructors. **Categories of Users:** Training Branch and Staff Services Branch staff, OPP senior management, other law-enforcement agencies or ministries sending staff. **Categories of Individuals in Bank:** Individuals applying for or attending courses administered by the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Training Branch, Provincial Police Academy, McLaughlin Road, Brampton, Ontario, L6L 2L1, telephone: (416) 459-4193.

#### Criminal Intelligence Records – OPP

**Location:** Intelligence Branch, 8 York Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Types of Information Maintained:** Information on persons and organizations involved in criminal intelligence investigations into organized crime, terrorism, fraud and corruption. **Uses:** Investigate offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals involved in or who are the subject of criminal intelligence investigations. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or file number. **Access Controls:** Computer password, locked cabinets. **Retention And Disposal:** One to 25 years, then destroyed. **Official Responsible:** Director, Intelligence Branch, 5th Floor, 8 York Street, Toronto, Ontario, M7A 2H2, telephone: (416) 965-8108.

#### Discipline – OPP

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, notices of disciplinary action, internal and external correspondence concerning a member's conduct, testimony by witnesses, legal opinions, investigation record of possible misconduct. **Uses:** Investigate infractions; adjudicate disciplinary action. **Categories of Users:** Professional Standards

Branch staff, OPP senior management. **Categories of Individuals in Bank:** OPP members who are or have been the subject of an internal investigation. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two to five years, then destroyed. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

#### Employment Application Records – OPP

**Location:** Staff Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46. **Types of Information Maintained:** Name, applicant evaluations, education test answer sheets, essays, candidate assessments, psychometric test score sheets, standard correspondence. **Uses:** Determine suitability for employment in the OPP. **Categories of Users:** Staff Services Branch staff, OPP senior management. **Categories of Individuals in Bank:** Applicants for employment in the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One to five years, then destroyed. **Official Responsible:** Director, Staff Services Branch, 1st Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4468.

#### Fingerprint File

**Location:** Technical Support Branch, 90 Harbour Street, Toronto. Also originating detachment and respective district headquarters. Refer to the public telephone directory for addresses. **Legal Authority:** Identification of Criminals Act, R.S.C. 1970, c.1-1, s.2. **Types of Information Maintained:** Name, date of birth, fingerprint section number, offence for which individual is charged. **Uses:** Investigate offences under the laws of Ontario and Canada; use in prosecutions resulting from investigations; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals charged with an indictable offence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Technical Support Branch, 5th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-6176.

#### Firearms Permits, Acquisition Certificates and Registrations

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. Also detachments. Refer to the public telephone directory for addresses. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.106. **Types of Information Maintained:** Name, address, date of birth, sex, applications for permits to carry/transport/convey restricted weapons, firearms acquisition certificates, applications, documentation on prohibitions, refusals and revocations of certificates and permits, investigation and occurrence reports. **Uses:** Administer and enforce firearms control legislation. **Categories of Users:** Registration Branch staff,



law-enforcement and investigative agencies, Chief Provincial Firearms Officer. **Categories of Individuals in Bank:** Individuals registering restricted weapons, applying for or issued a Firearms Acquisition Certificate or permit to carry/convey/transport restricted weapons, who have had permits or certificates revoked or who have been prohibited from possessing firearms. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

#### Grievances – Ontario Provincial Police Association (OPPA)

**Location:** Administrative Services Division, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46; Public Service Act, R.S.O. 1980, c.418, s.27(12). **Types of Information Maintained:** Name, notifications, correspondence, final decisions concerning grievances. **Uses:** Resolve grievances submitted under the OPPA Memorandum of Understanding. **Categories of Users:** Staff at all levels of the grievance process up to the Ontario Provincial Police Grievance Board and ministry staff as required. **Categories of Individuals in Bank:** Members of the OPPA bargaining unit submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Chief Superintendent, Administrative Services Division, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4841.

#### Honours and Awards – Police and Civilian Personnel

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Recommendations, eligibility assessments. **Uses:** Determine eligibility for a grant, honour or award. **Categories of Users:** Professional Standards Branch staff, issuing authorities of various honours and awards programs. **Categories of Individuals in Bank:** Individuals recommended for an honour or award by the OPP. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

#### Indian Reserve Special Constables

**Location:** Indian and Municipal Policing Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Types of Information Maintained:** Name, home address, date of birth, sex, application and engagement documents, personal certificates, insurance coverage, benefits entitlements, statements of injuries, pay and allowances, performance reviews and appraisals and related correspondence. **Uses:** Administer the Indian Reserve Policing Program. **Categories of Users:** Indian and Municipal Policing Branch staff, district commanders, ministry staff involved in the Indian Reserve Policing

Program. **Categories of Individuals in Bank:** Current and former Indian Reserve Special Constables. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Indian and Municipal Policing Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4308.

#### Investigative Case Records

**Location:** Field Operations, 90 Harbour Street, Toronto. Also originating detachment and the respective district headquarters. Refer to the public telephone directory for addresses. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3 and s.47. **Types of Information Maintained:** Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), court briefs, and in some instances criminal records. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. **Categories of Users:** OPP staff, law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, date of birth, location and date of event. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Three months to 40 years, then destroyed. **Official Responsible:** Deputy Commissioner, Field Operations, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4257.

#### Permits To Sell Or Manufacture Weapons and/or Ammunition – Applicants

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Criminal Code of Canada, R.S.C. 1970, c.34, s.103. **Types of Information Maintained:** Name, date of birth, residence and business addresses, trade name, type and acceptability of records and security maintained, type of permit issued, refused or revoked, estimate of business volume, fee charged, letter of permission from local authority, federal letter of authorization for manufacturers. **Uses:** Determine eligibility. **Categories of Users:** Registration Branch staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and trade name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Three years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, M7A 2A1, telephone: (416) 965-6429.

#### Private Investigators and Security Guards/Agencies – Applicants

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Private Investigators and Security Guards Act, R.S.O. 1980, c.390, s.5 and s.7. **Types of Information Maintained:** Name, home address, date of birth, sex, character references, work history, history of

agency's officers and directors, complaints and results, investigative reports, licensing tribunal records, reasons for licence terminations. **Uses:** Maintain records of private investigators and security guards; document current and former licence holders; determine suitability for future licensing. **Categories of Users:** Registration Branch staff, other law-enforcement agencies. **Categories of Individuals in Bank:** Officers or directors of private investigation and/or security guard agencies applying for a licence or individuals applying for a licence. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address and file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** One to 10 years, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

### Public Complaints – OPP

**Location:** Professional Standards Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.4(6) and s.47. **Types of Information Maintained:** Service and criminal investigation reports, occurrence reports, statements of members, statements of witnesses and complainants, related correspondence of members and complainants. **Uses:** Investigate public complaints to identify causes and develop remedial measures. **Categories of Users:** Professional Standards Branch staff, senior management. **Categories of Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the OPP or its members. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** File number, complainant's name, and name of OPP member. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Director, Professional Standards Branch, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-2264.

### Security/Reliability Clearance Records

**Location:** Security Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Name, home address, date of birth, family history, character references, education, associations, related correspondence, level of security granted. **Uses:** Develop reports on responses to security checks and classifications. **Categories of Users:** OPP and ministry management staff, management of other government ministries and agencies. **Categories of Individuals in Bank:** Individuals with the ministry or OPP who are or have been the subject of pre-employment or employment-related security screening procedures, applicants for licences under statutes administered by other ministries, prospective employees of government ministries and agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 25 years, then destroyed; select files retained indefinitely. **Official Responsible:** Director, Security Branch, 2nd Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-8111.

### Shooting Clubs

**Location:** Registration Branch, 125 Lakeshore Boulevard East, Toronto. **Legal Authority:** Criminal Code of Canada,

R.S.C. 1970, c.34, s.106. **Types of Information**

**Maintained:** Name, address, telephone number, date of birth, occupation, position held in club, name of club, names of club instructors, subject and level of instruction, approval by the Solicitor General, private range applicants, users and members eligible for permits, approval of the Registrar for private ranges. **Uses:** Determine eligibility (the fitness of individuals) to operate a shooting club. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Shooting club members listed on licensing applications. **Policies and Practices – Storage:** Paper. **Retrievability:** Individuals name and name of club. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after cancellation of licence, then destroyed. **Official Responsible:** Director, Registration Branch, 1st Floor, 125 Lakeshore Boulevard East, Toronto, Ontario, M7A 2A1, telephone: (416) 965-6429.

### Special Constables Appointed by the Commissioner of the OPP

**Location:** Office of the Commissioner, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Types of Information Maintained:** Name, address, date of birth, sex, employment history, education, reasons for requesting special constable authority, branch or agency making the request. **Uses:** Determine suitability for appointment as a special constable; maintain a record of appointees. **Categories of Users:** OPP senior management. **Categories of Individuals in Bank:** Individuals applying for status as special constables. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 20 years after termination of appointment, then destroyed. **Official Responsible:** Executive Assistant, Administration, Office of the Commissioner, 4th Floor, 90 Harbour Street, Toronto, Ontario, M7A 2S1, telephone: (416) 965-4401.

### Vehicle, Boat and Aircraft Accidents

**Location:** Transport Branch, 128 Queen's Quay East, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.3, s.46 and s.47. **Types of Information Maintained:** Name, reports on accidents, damage claims, legal decisions, settlements and correspondence concerning accidents involving ministry-owned and leased vehicles, boats and aircraft. **Uses:** Determine liability; approve damage settlements; planning and evaluation; statistical purposes. **Categories of Users:** Transport Branch staff, ministry and OPP management, government lawyers. **Categories of Individuals in Bank:** Ministry staff involved in accidents while using ministry-owned or leased vehicles, vessels or aircraft. **Policies and Practices – Storage:** Paper. **Retrievability:** Name or file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years after claim settled, then destroyed. **Official Responsible:** Director, Transport Branch, 128 Queen's Quay East, Toronto, Ontario, M7A 3Y5, telephone: (416) 965-4477.

### Policy and Program Development Division

Provides required services (e.g., affirmative action, communication services, French-language coordination, legal

advice, and policy development and coordination) to program managers in the ministry. The division comprises the following branches: Communications; Employment Equity Program; French Language Coordinator; Legal Services; and Policy Development and Coordination.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Equity Program  
Freedom of Information and Protection of Privacy Act  
Requests

Also contain information related to the division's responsibilities with respect to litigation.

### Litigation

**Location:** Legal Branch, 25 Grosvenor Street, Toronto.  
**Legal Authority:** Police Act, R.S.O. 1980, c.381, s.46 and s.47. **Types of Information Maintained:** Names, claims, damages, legal decisions, settlements, related correspondence concerning OPP staff or government-owned vehicles, equipment and buildings. **Uses:** Investigate and assess claims. **Categories of Users:** Legal Branch staff, OPP senior management, government legal staff. **Categories of Individuals in Bank:** OPP staff. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Legal Branch, 11th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2Y6, telephone: (416) 965-3440.

## Program Resources Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation Services; Financial and Administration Services; Information Technology Services; Internal Audit; and Human Resources Services.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Freedom of Information and Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission

Performance Management  
Travel Expense Accounts  
Workers' Compensation

## Public Safety Division

The Public Safety Division promotes adequate standards for fire-safety services; determines the causes of fires; reviews the fire-safety standards of building plans; determines cause when death occurs in unusual circumstances in order to prevent or minimize any future loss of life; provides designated schools of anatomy with sufficient materials for training purposes; provides services and expertise in forensic pathology; and, using specialized and systematic analysis, presents facts to the province's judicial system. In addition, the division is responsible for planning provincial response to major emergencies including off-site accidents at nuclear plants, and for assisting municipalities and provincial ministries and agencies in developing plans to deal with emergencies in their respective jurisdictions. The division consists of the following branches: Emergency Planning; Centre of Forensic Sciences; Forensic Pathology; Office of the Chief Coroner; and Office of the Fire Marshal.

## Personal Information Banks

Contain information related to forensic, coroners' and fire investigations and to the division's responsibilities under the Anatomy Act.

### Anatomy Act Files

**Location:** Office of the Chief Coroner, 26 Grenville Street, Toronto. **Legal Authority:** Anatomy Act, R.S.O. 1980, c.21, s.2. **Types of Information Maintained:** Name, age, sex, last known place of residence, disposition of the deceased. **Uses:** Assist the administration of the Anatomy Act. **Categories of Users:** Coroner's Office staff. **Categories of Individuals in Bank:** Individuals who have died without known relatives, or who have donated their bodies to medical science. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Two years, then transferred to archives. **Official Responsible:** Office of the Chief Coroner, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

### Centre of Forensic Sciences – Investigation Files

**Location:** Centre of Forensic Sciences, 25 Grosvenor Street, Toronto. **Legal Authority:** Order in Council 3571/66. **Types of Information Maintained:** Name of the victim, investigating officer, suspects, description of items submitted for expert examination or identification. **Uses:** Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime. **Categories of Users:** Law-enforcement agencies, courts, other agencies involved with the administration of justice. **Categories of Individuals in Bank:** Individuals involved in investigations under the Criminal Code of Canada, other federal and provincial statutes or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Case file number, name, location and date of event. **Access Controls:** Secure building with controlled access, computer password. **Retention and Disposal:** 25 years, then



transferred to archives. **Official Responsible:** Director, Centre of Forensic Sciences, 2nd Floor, George Drew Building, 25 Grosvenor Street, Toronto, Ontario, M7A 2G8, telephone: (416) 965-2561.

### Coroner's Investigation Files

**Location:** Office of the Chief Coroner, 26 Grenville Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Types of Information Maintained:** Name of deceased; coroner's name, cause of death, post mortem reports, forensic laboratory reports, inquest results, verdicts, jurors' recommendations, records relating to implementation of recommendations. **Uses:** Medical, legal, and statistical purposes. **Categories of Users:** Coroners and staff of the Office of the Chief Coroner. **Categories of Individuals in Bank:** Individuals whose death was investigated by a coroner. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** 25 years, then transferred to archives. **Official Responsible:** Office of the Chief Coroner, Coroners Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

### Fire Investigation Files and Statistics Reporting System

**Location:** Office of the Fire Marshal, 7 Overlea Boulevard, Toronto. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.3. **Types of Information Maintained:** Name, home address, date of birth, sex, names of parties involved, injuries or fatalities, time, date, location and area of fire, description of the building, cause of the fire. **Uses:** Investigate occurrences; maintain statistical records. **Categories of Users:** Office of the Fire Marshal staff, law-enforcement agencies, other government agencies and insurance companies. **Categories of Individuals in Bank:** Owners/occupants of buildings where fires have occurred; owners, occupants or persons charged with fire-related offences under the Criminal Code of Canada, provincial statutes and/or municipal bylaws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, address, date of birth and occurrence number. **Access Controls:** Computer password, secure building with controlled access. **Retention and Disposal:** Five to 20 years depending on the classification of the fire, then transferred to archives. **Official Responsible:** Office of the Fire Marshal, 3rd Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-4871.

### Post Mortem Investigation Reports

**Location:** Forensic Pathology Branch, 26 Grenville Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.4. **Types of Information Maintained:** Name, address, medical description of individual autopsied, details of the medical and scientific investigation. **Uses:** Assist police, coroners, pathologists and Crown attorneys undertaking death-related investigations. **Categories of Users:** Office of the Fire Marshal staff, branch staff, law-enforcement agencies, other government agencies and insurance companies. **Categories of Individuals in Bank:** Deceased persons who have been autopsied, individuals involved in the post mortem examination. **Policies and Practices – Storage:** Paper. **Retrievability:** Deceased's name, pathologists name and coroner's name. **Access Controls:** Secure building with

controlled access. **Retention and Disposal:** 10 years, then destroyed. **Official Responsible:** Director, Forensic Pathology Branch, Coroner's Building, 26 Grenville Street, Toronto, Ontario, M7A 2G6, telephone: (416) 965-1554.

## Affiliated Agencies

### Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario; assesses and evaluates existing crime-prevention programs; visits police forces across Ontario to assist the development and initiation of crime-prevention programs; and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

### Personal Information Banks

None

### Animal Care Review Board

The Animal Care Review Board is the statutory body which hears appeals concerning the seizure of animals by the Humane Society.

### Personal Information Banks

Contain information relating to board hearings.

### Animal Care Review Board Hearings

**Location:** Public Safety Division, 25 Grosvenor Street, Toronto. **Legal Authority:** Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1980, c.356, s.16. **Types of Information Maintained:** Appellant's name, address. **Uses:** Hear and rule on appeals. **Categories of Users:** Board members. **Categories of Individuals in Bank:** Individuals appealing the seizure of an animal. **Policies and Practices – Storage:** Paper. **Retrievability:** Appellant's name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Assistant Deputy Minister, Public Safety Division, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-2856.

### Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.



## Personal Information Banks

Contain information relating to council hearings.

### Coroners' Council Hearings

**Location:** Office of the Coroner, 25 Grosvenor Street, Toronto. **Legal Authority:** Coroners Act, R.S.O. 1980, c.93, s.6. **Types of Information Maintained:** Names, home address, sex, date of birth, performance records. **Uses:** Determine suitability for continued appointment as a coroner. **Categories of Users:** Council members. **Categories of Individuals in Bank:** Coroners who are subject to a hearing. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Office of the Chief Coroner, Coroners' Building, 26 Grenville Street, Toronto, Ontario, M7A 2G9, telephone: (416) 965-6678.

## Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshals orders issued by municipal fire departments for violations of fire-safety codes in buildings.

## Personal Information Banks

Contain information relating to commission hearings.

### Fire Code Commission Hearings

**Location:** Fire Code Commission, 7 Overlea Boulevard, Toronto. **Legal Authority:** Fire Marshals Act, R.S.O. 1980, c.166, s.18(a). **Types of Information Maintained:** Appellant's name, address. **Uses:** Hear and rule on appeals. **Categories of Users:** Commission members. **Categories of Individuals in Bank:** Individuals appealing Fire Marshal's orders. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and case number. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Secretary to the Commission, 3rd Floor, 7 Overlea Boulevard, Toronto, Ontario, M4H 1A8, telephone: (416) 965-4852.

## Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

## Personal Information Banks

Contain information relating to appointed arbitrators.

### Register of Arbitrators

**Location:** Ontario Police Arbitration Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act,

R.S.O. 1980, c.381, s.38. **Types of Information Maintained:** Name, address, qualifications for designation as arbitrators. **Uses:** Select arbitrators. **Categories of Users:** Commission members and staff. **Categories of Individuals in Bank:** Candidates for designation as arbitrators. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Ontario Police Arbitration Commission, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-3348.

## Ontario Police Commission

The Ontario Police Commission was founded in 1962 to establish and maintain acceptable and uniform standards of police performance. The commission is responsible for supervising, monitoring and training, and provides technical operational assistance to Ontario's 125 municipal and regional police forces and the OPP. It conducts investigations and hearings into the conduct and performance of law-enforcement officers and hears disciplinary appeals under the Police Act. It also assists in determining systems and policing needs in municipalities.

## Personal Information Banks

Contain information relating to supervision, monitoring, training, and technical operational assistance provided to police forces in Ontario.

### Canadian Police College, Ottawa – Course Applications

**Location:** Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1). **Types of Information Maintained:** Name, home address, date of birth, sex, name of employing police force, employment history, education. **Uses:** Select candidates for courses at the Canadian Police College. **Categories of Users:** Commission and college staff. **Categories of Individuals in Bank:** Applicants. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and employing police force. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Chairman, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

### Ontario Police College, Aylmer – Student Records and Course Applications

**Location:** Ontario Police College, Aylmer. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(i). **Types of Information Maintained:** Name, home address, date of birth, sex, name of employing police force, employment history, education. **Uses:** Identify types of training taken; determine eligibility and requirements for future courses. **Categories of Users:** College and commission staff, employing police force. **Categories of Individuals in Bank:** Individuals who have taken or applied for courses at the Ontario Police College. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name and course number. **Access Controls:** Secure building with controlled access, computer password. **Retention and Disposal:** One year to

indefinite period, then destroyed. **Official Responsible:** Director, Ontario Police College, Aylmer, Ontario, N5H 2T2, telephone: (519) 773-5361.

#### **Ontario Police Forces' Suspended Drivers Control Centre**

**Location:** Technical Services Branch, 90 Harbour Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42. **Types of Information Maintained:** Name, address, driver's licence number, date of birth, sex, suspension number, dates of suspension, reasons for suspension. **Uses:** Administer and enforce federal and provincial laws. **Categories of Users:** Law-enforcement agencies, courts, other agencies involved in the administration of justice. **Categories of Individuals in Bank:** Individuals who have had their driver's licence suspended or their right to drive prohibited under federal or provincial laws. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, driver's licence number, suspension number. **Access Controls:** Computer password, locked cabinets. **Retention and Disposal:** 12 months after expiration of the licence suspension or prohibition, then destroyed. **Official Responsible:** Director, Technical Services Branch, Ontario Police Commission, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-3281.

#### **Police Act Disciplinary Appeals**

**Location:** Office of the Chairman, Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.42(1)(l). **Types of Information Maintained:** Appellant's name, employing police force. **Uses:** Determine and document appeal decisions. **Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Individuals appealing decisions of a lower tribunal. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary to the Chairman, and Secretary to the Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

#### **Police Force Investigations and Inquiries**

**Location:** Office of the Chairman, Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.58. **Types of Information Maintained:** Name, transcripts of inquiries, investigation reports, decisions and recommendations. **Uses:** Document the commission's decisions and recommendations; determine policing requirements and standards. **Categories of Users:** Commission staff, police forces, police governing authorities. **Categories of Individuals in Bank:** Individuals involved in inquiries and investigations, witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Secretary to the Chairman, and Secretary to the Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

#### **Record of Citizens' Complaints**

**Location:** Citizen Complaints Office, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381,

s.42(1). **Types of Information Maintained:** Complainant's name, letter of complaint, names of witnesses, investigator's report, copies of statements where applicable. **Uses:** Determine validity of complaint. **Categories Of Users:** Commission staff. **Categories of Individuals in Bank:** Individuals lodging complaints, officers named in complaints, witnesses. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Chief Citizen Complaints Officer, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

#### **Special Constables Approved by Ontario Police Commission**

**Location:** Ontario Police Commission, 25 Grosvenor Street, Toronto. **Legal Authority:** Police Act, R.S.O. 1980, c.381, s.69. **Types of Information Maintained:** Individuals and agency's name, reasons for special constable appointment. **Uses:** Determine suitability for appointment as special constable; maintain a record of appointments. **Categories of Users:** Commission staff and approving authorities. **Categories of Individuals in Bank:** Individuals applying for special constable status. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secure building with controlled access. **Retention and Disposal:** Not determined. **Official Responsible:** Office Manager, Ontario Police Commission, 9th Floor, 25 Grosvenor Street, Toronto, Ontario, M7A 2H3, telephone: (416) 965-6071.

### **Access**

Information and Privacy Administrator  
Ministry of the Solicitor General  
2nd Floor, 90 Harbour Street  
Toronto, Ontario  
M7A 2S1  
Telephone: (416) 324-3537

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 90 Harbour Street, Toronto.

# Stadium Corporation of Ontario Limited

## Head

President and Chief Executive Officer  
Stadium Corporation of Ontario Limited  
Suite 930, 277 Front Street West  
Toronto, Ontario  
M5V 2X4  
Telephone: (416) 963-3513

## Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the SkyDome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

## Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Marketing, Communications and Public Relations; Administration; and Operations. Records are maintained centrally.

## Divisions

All functional areas report to the president and chief executive officer.

## Personal Information Banks

The following common personal information banks described in Chapter II of this directory are maintained.

Employment Application Inventory  
General Employment History and Payroll Information  
Travel Expense Accounts

## Access

Treasurer  
Stadium Corporation of Ontario Limited  
Suite 930, 277 Front Street West  
Toronto, Ontario  
M5V 2X4  
Telephone: (416) 963-3513



A public reading room for the review of manuals and other information is open during regular office hours at Suite 930, 277 Front Street West, Toronto.

# Teachers' Superannuation Commission

## Head

Chairman  
Teachers' Superannuation Commission  
Suite 400, 5650 Yonge Street  
North York, Ontario  
M2M 4H5  
Telephone: (416) 226-2700

## Mandate

The Teachers' Superannuation Commission provides pension plans for persons employed in education in Ontario and advises the Minister of Education on the management of the pension plan. The Treasurer of Ontario is custodian of the Teachers' Superannuation Fund.

## Organization

The Teachers' Superannuation Commission is governed by five commissioners appointed by the Ontario Cabinet and five commissioners employed in education and each elected by one of the five affiliates in the Ontario Teachers' Federation. The commission is organized into the Administration and Information Services Division and the Communications and Entitlements Division, which report to the Commission Director, as chief executive officer.

## Divisions

### Director's Office

Reporting to the commissioners, the Director is responsible for the overall administration of the commission. The functions of Legal Counsel, Internal Auditor and Personnel Department also report to the Director.

### Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information on commission employees.

### Personnel Records

**Location:** Personnel Department, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84. **Types of Information Maintained:** Name, address, Social Insurance Number, date of birth, sex, marital status, education, work history, per-

formance appraisals, attendance record. **Uses:** Maintain a record of employee work history. **Categories of Users:** Personnel Department, managers. **Categories of Individuals in Bank:** Employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Personnel Department, 5650 Yonge Street, 4th Floor, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

## Administration and Information Services Division

The Administration and Information Services Division provides financial management and administrative and office support services, and controls the computer and information systems that record teachers' contributions, employers' contributions and monthly payments to pensioners.

### Personal Information Banks

Contain information on the administration of the Superannuation Adjustment Fund, and payroll information on commission employees and teachers.

### Payroll Administration

**Location:** Administration and Finance Branch, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84, s.60 and s.67. **Types of Information Maintained:** Name, address, telephone number, attendance and vacation dates, yearly earnings and deduction information. **Uses:** Administer payroll; issue T4 slips. **Categories of Users:** Payroll and senior accounting staff, auditors, Revenue Canada. **Categories of Individuals in Bank:** Employees of the Teachers' Superannuation Commission. **Policies and Practices – Storage:** Paper, microfilm, computer. **Retrievability:** Name, department, employee number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Permanent record. **Official Responsible:** Assistant Manager, Administration and Finance Department, Teachers' Superannuation Commission, 5650 Yonge Street, Suite 400, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

### Superannuation Adjustment Fund Administration (Inflation Protection)

**Location:** Administration and Finance Department, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84, s.50 to s.54; O. Reg. 423/84, s.2.; Superannuation Adjustment Benefits Act, R.S.O. 1980, c.490. **Types of Information Maintained:** Name, address, Social Insurance Number, amount of contribution, general ledger balances. **Uses:** Segregate costs/revenues relating to the Superannuation Adjustment Fund; reconcile overall position. **Categories of Users:** Administration and Finance Department Staff, Treasurer of Ontario. **Categories of Individuals in Bank:** Contributors, pensioners. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Vault. **Retention and Disposal:** Permanent. **Official Responsible:** Assistant



Manager, Administration and Finance Department, Teachers' Superannuation Commission, 5650 Yonge Street, Suite 400, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

### Teacher Payroll Information

**Location:** Computer and Information Services Department, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84, s.2, s.9, s.10, s.11(j), s.74, s.75(1)(i)(viii); O. Reg. 423/84, s.14. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, sex, annual salary, annual service credit, termination date of full-time teachers, pension contributions deducted, employee status (full-time, part-time, occasional, position-sharing participant), teacher certification number, Canada Pension Plan deductions. **Uses:** Determine employee eligibility to contribute; verify correct pension deductions; create a personal work history for all eligible contributors in order to provide a future benefit; determine accurate employer contributions; maintain a history of eligible employers/employees. **Categories of Users:** Commission staff, eligible employers, commission auditors. **Categories of Individuals in Bank:** Contributors and employers. **Policies and Practices – Storage:** Paper, microfilm, microfiche, computer. **Retrievability:** Year, employer name, employer number, employee name, Social Insurance Number, teacher identification number. **Access Controls:** Locked/supervised cabinets, computer passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Supervisor, Board Control, Computer and Information Services, Suite 400, 5650 Yonge Street, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

## Communications and Entitlements Division

This division consists of the Benefits and the Communications Departments. The Benefits Department is responsible for delivering benefits to pensioners and responding to contributor enquiries. The Communications Department is responsible for the preparation and distribution of mass educational and informational communication materials to the clients.

### Personal Information Banks

Contain information on fund contributors.

### Contribution and Service Credit Data

**Location:** Benefits Department, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84, s.2 to s.11; Superannuation Adjustment Benefits Act, R.S.O. 1980, c.490. **Types of Information Maintained:** Name, Social Insurance Number, date of birth, sex, date of death, salary, contributions, service credit history, additional purchased service credit history, transfer in of service credit history, refund of contribution history. **Uses:** Maintain member's records for reporting their status in the Teachers' Superannuation Fund and Superannuation Adjustment Fund; respond to members' inquiries; calculate and initiate payment of benefit; process credit-out of Teachers' Superannuation Fund and Superannuation

Adjustment Fund for refunds and transfers; actuarial valuation of the two funds. **Categories of Users:** Commission staff, commissioners, auditors, actuaries. **Categories of Individuals in Bank:** Persons who have contributed to the Teachers' Superannuation Fund. **Policies and Practices – Storage:** Paper, microfilm, microfiche, computer. **Retrievability:** Social Insurance Number. **Access Controls:** Locked/supervised cabinets, computer passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Assistant Manager, Benefits Department, Teachers' Superannuation Commission, 5650 Yonge Street, Suite 400, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

### Optional Credit Calculation Data

**Location:** Benefits Department, 5650 Yonge Street, 4th Floor, North York. **Legal Authority:** Teachers' Superannuation Act, S.O. 1983, c.84, s.75; O. Reg. 423/84, s.7 to s.14; Superannuation Adjustment Benefits Act, R.S.O. 1980, c.490. **Types of Information Maintained:** Name, Social Insurance Number, duration of service, dates for which payment is to be made, salary. **Uses:** Calculate cost to purchase additional service credit in the fund since April 1986. **Categories of Users:** Benefits Department staff, Finance Department staff. **Categories of Individuals in Bank:** Members who have approval for the purchase of some types of credit in Teachers' Superannuation Fund and Superannuation Adjustment Fund since April 1986. **Policies and Practices – Storage:** Paper, microfilm, microfiche, computer. **Retrievability:** Social Insurance Number, name. **Access Controls:** Locked/supervised cabinets, computer passwords. **Retention and Disposal:** Permanent. **Official Responsible:** Assistant Manager, Benefits Department, Teachers' Superannuation Commission, 5650 Yonge Street, Suite 400, North York, Ontario, M2M 4H5, telephone: (416) 226-2700.

## Access

Information and Privacy Coordinator  
Teachers' Superannuation Commission  
Suite 400, 5650 Yonge Street  
North York, Ontario  
M2M 4H5  
Telephone: (416) 226-2700



A public reading room for the review of manuals and other information is open from 8:00 a.m. to 4:30 p.m. Monday to Thursday, and 8:00 a.m. to 12:15 p.m. on Friday, on the fourth floor, 5650 Yonge Street, North York.

# Ministry of Tourism and Recreation

## Head

Minister of Tourism and Recreation  
7th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 963-1401

## Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services and through its agencies which serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

## Organization

The ministry has four divisions – Corporate Management Services, Tourism, Recreation, and Tourism and Recreation Operations – and includes the Communications Branch and the Strategic Policy Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Advisory Committee on Sport Fitness and Recreation Safety, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is in Toronto and the ministry maintains 22 local offices in communities across the province.

## Divisions

### *Communications Branch*

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of greeting for the minister and deputy minister. The branch promotes the ministry's work through the media and coordinates the ministry's French-language services.

### **Personal Information Banks**

None

### *Strategic Policy Branch*

The branch coordinates ministry strategic planning and policy development; advises the minister and deputy minister on corporate policy issues; monitors relevant

developments in other ministries; works with program staff to identify issues and prepare policy proposals; and coordinates ministry response to interministerial and government-wide issues.

### **Personal Information Banks**

None

### *Corporate Management Services Division*

The division is responsible for budget planning and analysis, financial control, human resources, audit services, employment equity and ministry-wide administration including the supervision of support-service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of seven of the ministry's agencies and one attraction. Legal services are provided by the Ministry of Culture and Communications which retains related records on behalf of the Ministry of Tourism and Recreation.

### **Personal Information Banks**

Contain information required for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained. The Ontario Place Corporation and the St. Lawrence Parks Commission maintain their own personal information banks.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- Freedom of Information and Protection of Privacy Act Requests
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Library Users Lists
- Litigation Files (maintained by the Ministry of Culture and Communications)
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

### *Recreation Division*

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible to all residents of the province; supports community leisure-service agencies, sport and fitness organizations serving elite and recreational athletes, research activities, and leadership training. The division is also responsible for liaison with two agencies of the ministry, Thunder Bay Ski

Jumps Ltd. and the Advisory Committee on Sport Fitness and Recreation Safety.

## Personal Information Banks

Contain information on public participation in camping, fitness, elite athletics, sports awards, and coaching programs of the ministry. Also contain information on recreation consultants and camp leadership instructors.

## Camping and Outdoor Education Programs

**Location:** Recreation Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, name(s) of sponsor(s), sponsor's evaluations. **Uses:** Document decisions on applications and evaluations of campers and instructors; provide sponsors with evaluations. **Categories of Users:** Division staff, sponsors (evaluations only). **Categories of Individuals in Bank:** Campers, instructors, applicants for and participants in the Ontario Camp Leadership Centre, Bark Lake. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Manager, Camping and Outdoor Education, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-2356.

## Corps d'Elite Ontario Awards – Nominees and Recipients

**Location:** Recreation Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7. **Types of Information Maintained:** Name, address, record of service, achievements, letters of support. **Uses:** Determine and identify award recipients. **Categories of Users:** Program staff. **Categories of Individuals in Bank:** Volunteers and professionals in the recreation field. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then transferred to archives. **Official Responsible:** Community Recreation Consultant, Recreation Branch, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5665.

## Fitness Services

**Location:** Sports and Fitness Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, requests for information, awards certificates. **Uses:** Document and evaluate needs of user groups, individual development and progress, and eligibility for awards and certification. **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Individuals registered in ministry fitness programs (e.g., Fittive, Family Fittogether, Fitness Leadership). **Policies and Practices – Storage:** Paper. **Retrievability:** Name and program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed; select files to archives. **Official Responsible:** Manager, Fitness Section, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-6311.

## Recreation Consultants – Human Resources Inventory

**Location:** Recreation Branch, 8th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, resume, fee schedule, references. **Uses:** Provide inventory of consulting services to ministry and client groups. **Categories of Users:** Training, youth and leadership staff in provincial and municipal recreation departments and in other recreation client groups. **Categories of Individuals in Bank:** Candidates for consulting assignments. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after file closed, then destroyed. **Official Responsible:** Manager, Recreation Services, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-5665.

## Sports Services – Awards Program

**Location:** Sports and Fitness Branch, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, competition achievement records, nominations for special awards. **Uses:** Document nomination process; assess eligibility for championship awards and special award recipients – Athlete/Team of the Year, Special Achievement (volunteer service) awards, etc.; publicize awards. **Categories of Users:** Program staff, members of Awards Selection Committee. **Categories of Individuals in Bank:** Nominees and recipients of awards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, sport, award category. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Sports and Fitness Branch, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-3124.

## Sports Services – Correspondence

**Location:** Sports and Fitness Branch, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, competition record, financial or technical assistance received. **Uses:** Document progress and results; record assistance requests, action taken, and follow-up. **Categories of Users:** Selected division staff. **Categories of Individuals in Bank:** Elite athletes (carded or uncarded), participants in coaching development programs, recipients and nominees for sports awards. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and sport/program. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Sports and Fitness Branch, 77 Bloor Street West, 8th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-3124.

## Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism. Also responsible for the operation of Old Fort William (OFW) and the Huronia



Historical Parks (HHP) and for liaison with the Huronia Historical Advisory Council and the Old Fort William Advisory Committee.

## Personal Information Banks

Contain information on consumers contacting the head office of the Travel Information Section concerning owners and operators of tourist establishments listed in ministry publications. Also contain information on public participants in the education programs at Old Fort William, personal information relating to the activities of the Huronia Historical Parks (HHP) and descendants of the original establishments personnel.

### HHP – Descendant's of the Original Personnel

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Genealogical data on the descendants of the original personnel who lived and worked at Ste-Marie Among the Hurons, and the Naval and Military Establishments. **Uses:** Identify descendants; conduct historical research on a wide range of topics; publicize the program. **Categories of Users:** Historic Programs Department staff, staff of Marketing and Communications Department, staff of Information Services Department, volunteer researchers for Huronia Historical Parks. **Categories of Individuals in Bank:** Descendants of the original personnel. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Information Services, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### HHP – Incident Reports

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Name, address, telephone number, description of the incident. **Uses:** Document incidents in the event of a claim or legal issue. **Categories of Users:** Historic Programs Department staff, staff of Employee and Volunteer Services Departments. **Categories of Individuals in Bank:** Visitors injured on the sites. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Historic Programs, and Manager, Employee and Volunteer Services, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### HHP – Indemnity Files

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Name, address, telephone number, names of parents or guardians. **Uses:** Indemnify the government and volunteers for claims; contact parents or guardian in case of

emergency. **Categories of Users:** Historic Programs Department staff, security guard and maintenance staff. **Categories of Individuals in Bank:** Children participating in the Sainte-Marie Live-In Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Historic Programs Department, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### HHP – Loans, Donations/Acquisitions

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Name, address, telephone number, description of donation or loan, information concerning provenance. **Uses:** Maintain a record of donations and loans; recognize and publicize donors. **Categories of Users:** Historic Programs Department staff, staff of Information Services, Marketing and Communications, and Resource Development Departments. **Categories of Individuals in Bank:** Donors and lenders to the Huronia Historical Parks, Sainte-Marie Among the Hurons, or the Historical Naval and Military Establishments. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, date. **Access Controls:** Locked cabinets, locked office. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Historic Programs Department, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### HHP – Sainte-Marie Prize in History

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Biographical information and resumes. **Uses:** Maintain a record of recipients; publicize and promote the parks. **Categories of Users:** Authorized staff of Huronia Historical Parks. **Categories of Individuals in Bank:** Prize recipients. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Historic Programs Department, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### HHP – Volunteer Records

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Name, address, telephone number, age, marital status, personal interests, state of health, number of volunteer hours recorded. **Uses:** Document the recruitment, placement, and activities of volunteers; maintain contact with volunteers. **Categories of Users:** Staff of Employee and Volunteer Services. **Categories of Individuals in Bank:** Volunteers and potential volunteers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official**



**Responsible:** Manager, Employee and Volunteer Services, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

### Old Fort William – Program Participants

**Location:** Old Fort William, Vickers Heights P.O., Thunder Bay. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.2. **Types of Information Maintained:** Name, address, medical history, permission to participate forms for education programs, name and date of program. **Uses:** Approve program participation; mailing lists. **Categories of Users:** Tour booking and education staff. **Categories of Individuals in Bank:** Individuals accepted for programs and tours. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** General Manager, Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario, P0T 2Z0, telephone: (807) 577-8461.

### Tourist Establishments – Source Information

**Location:** Tourism Marketing Branch, 9th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, telephone number, type of establishment, fee schedule, operating schedule. **Uses:** Update publications; distribute literature and information on government programs. **Categories of Users:** General public using publications or making inquiries to the ministry. **Categories of Individuals in Bank:** Operators of tourist establishments providing information for publication. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, operator site number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Customer Sales and Service, 77 Bloor Street West, 9th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4014.

### Travel Inquiries and Source Material

**Location:** Tourism Marketing Branch, 9th Floor, 77 Bloor Street West, Toronto. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4. **Types of Information Maintained:** Name, address, telephone number, method of contact, information and literature provided. **Uses:** Marketing, research and evaluation; publications; mailing lists. **Categories of Users:** Staff of Customer Sales and Service Section and Tourism Research Unit. **Categories of Individuals in Bank:** Consumers contacting head office for travel information. **Policies and Practices – Storage:** Computer. **Retrievability:** Name, date of inquiry, ministry contact. **Access Controls:** Computer password. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Customer Sales and Service, 77 Bloor Street West, 9th Floor, Toronto, Ontario, M7A 2R9, telephone: (416) 965-4014.

## Tourism and Recreation Operations Division

Through 22 field offices grouped into five regions, the division provides consulting services and channels govern-

ment financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administers and processes grants to fund various recreation projects and processes loans to tourism clients in northern Ontario.

### Personal Information Banks

None

## Affiliated Agencies

### Advisory Committee on Sport Fitness and Recreation Safety

The committee advises the minister on general policy concerning the ministry's activities in promoting safe practices in amateur sports, fitness and physical recreation programs in Ontario.

### Personal Information Banks

None

## Huronion Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1976 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites – Sainte-Marie Among the Hurons (Midland) and the Historic Naval and Military Establishments (Penetanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

### Personal Information Banks

Contain information on council members.

### Huronion Historical Advisory Council

**Location:** Huronia Historical Parks, Historic Programs Department, P.O. Box 160, Midland. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historic Parks Act, R.S.O. 1980, c.199. **Types of Information Maintained:** Curriculum vitae. **Uses:** Maintain a record of council membership; appoint new members. **Categories of Users:** Premier's Office, Executive Secretary of the Council. **Categories of Individuals in Bank:** Appointed members past and present. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** General Manager, Huronia Historical Parks, P.O. Box 160, Midland, Ontario, L4R 4K8, telephone: (705) 526-7838.

## Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

## Personal Information Banks

Contain information on appointments and resumes of committee members.

### Old Fort William Advisory Committee Members

**Location:** Old Fort William, Vickers Heights P.O., Thunder Bay. **Legal Authority:** Ministry of Tourism and Recreation Act, S.O. 1982, c.7, s.4; Historical Parks Act, R.S.O. 1980, c.199, s.5. **Types of Information Maintained:** Name, address, correspondence concerning committee members, related information. **Uses:** Maintain record of all members. **Categories of Users:** Old Fort William head office staff. **Categories of Individuals in Bank:** Committee members. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** One year after file closed, then destroyed. **Official Responsible:** General Manager, Old Fort William, Vickers Heights P.O., Thunder Bay, Ontario, P0T 2Z0, telephone: (807) 577-8461.

## Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions, outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal-class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Ombudsman/Human Rights Commission
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

Also contain information on contracts and agreements.

### Contracts and Agreements – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.9. **Types of Information Maintained:** Name, address, personal and financial information related to all contracts and agreements between the corporation and its clients and suppliers. **Uses:** Reference, future planning, negotiating agreements.

**Categories of Users:** Management staff. **Categories of Individuals in Bank:** Entertainers, performers, consultants, concessionaires, research participants, promoters. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Eight years, then destroyed. **Official Responsible:** Management Planning Officer, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-4816.

### Incidents and Occurrences – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Types of Information Maintained:** Name, address, description of injuries, complaints, vandalism, public disturbance, trespass, parking violations and other unlawful or prohibited activities. **Uses:** Document incidents in the event of litigations; operational review. **Categories of Users:** Management and supervisory staff, Ontario Provincial Police, Metro Police, Risk Management staff, insurance adjusters. **Categories of Individuals in Bank:** Park visitors, staff involved in accidents. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, type, date and location of incident/occurrence, record file number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Senior Manager, Operations, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-2550.

### Marina Boaters – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.10; R.R.O. 1980, Reg. 732, s.2(13) and (14), as amended. **Types of Information Maintained:** Name, address, details of boats, contract, passes. **Uses:** Collect fees; mail applications; issue passes. **Categories of Users:** Administrative and internal audit staff. **Categories of Individuals in Bank:** Boaters renting space from the Ontario Place Marina. **Policies and Practices – Storage:** Paper. **Retrievability:** Names. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Operations Manager, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-7676.

### Seasonal Passes – Ontario Place

**Location:** Ontario Place Corporation, 955 Lakeshore Boulevard West, Toronto. **Legal Authority:** Ontario Place Corporation Act, R.S.O. 1980, c.353, s.8 and s.9. **Types of Information Maintained:** Name, address. **Uses:** Control pass distribution; compile mailing lists; generate statistical reports. **Categories of Users:** Management, support staff. **Categories of Individuals in Bank:** Season pass recipients. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, company/association. **Access Controls:** Locked cabinets. **Retention and Disposal:** Five years, then destroyed. **Official Responsible:** Director, Finance and Administration, Ontario Place, 955 Lakeshore Boulevard West, Toronto, Ontario, M6K 3B9, telephone: (416) 965-7591.

## St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Old Fort Henry, Upper Canada Village, and Fairfield House. Among the facilities are a marina, a wildfowl sanctuary, a golf course, and nature and recreation trails.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

### Camping and Vehicle Permits and Reservations

**Location:** Individual parks offering camping and/or reservations and Administration Office, St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, vehicle licence number. **Uses:** Reserve campsites; authorize permit holders and members of party to occupy the designated campsite until the departure date; emergency or enforcement purposes. **Categories of Users:** Park workers, park superintendents, finance staff. **Categories of Individuals in Bank:** Individuals reserving or occupying campsites within the St. Lawrence Parks Commission. **Policies and Practices – Storage:** Paper. **Retrievability:** Date transaction number. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years, then destroyed. **Official Responsible:** Manager, Merchandising, Parks and Recreation, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

### Contracts and Agreements

**Location:** Administration Office, St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, telephone number, personal and financial information related to contracts and agreements between the commission and its clients and suppliers. **Uses:** Maintain a record of contracts and agreements. **Categories of Users:** Management staff. **Categories of Individuals in Bank:** Concessionaires, land users, contractors, consultants. **Policies and Practices – Storage:** Paper. **Retrievability:** Subject. **Access Controls:**

Locked cabinets. **Retention and Disposal:** Eight years after termination, then destroyed. **Official Responsible:** Manager, Administrative Services, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

### Incident and Accident Records

**Location:** Administration Office, St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, telephone number, medical information, insurance company name and address, lawyer's name and address. **Uses:** Record incidents and accidents involving Ontario Government vehicles and facilities. **Categories of Users:** Managers, security and first-aid officers. **Categories of Individuals in Bank:** Commission employees, private citizens. **Policies and Practices – Storage:** Paper. **Retrievability:** Date. **Access Controls:** Locked cabinets. **Retention and Disposal:** Seven years after settlement, then destroyed. **Official Responsible:** Manager, Administrative Services, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

### Land Management

**Location:** Administration Office, St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, telephone number, lease number, building permit number, property description, easements, inspection reports, township bylaws. **Uses:** Maintain a record of all transactions and existing land ownership of commission. **Categories of Users:** Planning and Design Office. **Categories of Individuals in Bank:** Property owners, municipalities. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** 25 years or on expiry date of permit, then destroyed. **Official Responsible:** Planning and Design Office, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

### Marina Boaters

**Location:** Administration Office and Chrysler Park Marina, St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act, R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, telephone number, licence number, insurance company and policy number. **Uses:** Collect fees; mail applications for docking and storage. **Categories of Users:** Administrative and marina staff. **Categories of Individuals in Bank:** Boaters renting space from the Chrysler Park Marina. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Manager, Merchandising, Parks and Recreation, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

### Season Passes

**Location:** St. Lawrence Parks Commission, Morrisburg. **Legal Authority:** St. Lawrence Parks Commission Act,

R.S.O. 1980, c.486, s.5. **Types of Information Maintained:** Name, address, telephone number, driver's licence number.  
**Uses:** Authorize pass holders to use commission facilities.  
**Categories of Users:** Commission staff. **Categories of Individuals in Bank:** Pass holders. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, date.  
**Access Controls:** Locked cabinets. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Manager, Merchandising, Parks and Recreation, St. Lawrence Parks Commission, Box 740, Morrisburg, Ontario, K0C 1X0, telephone: (613) 543-3704.

## Access

Freedom of Information and Privacy Coordinator  
Ministry of Tourism and Recreation  
14th Floor, 77 Bloor Street West  
Toronto, Ontario  
M7A 2R9  
Telephone: (416) 963-3155



A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Bloor Street West, Toronto.



# Ministry of Transportation

## Head

Minister of Transportation  
3rd Floor, Ferguson Block  
77 Wellesley Street West  
Toronto, Ontario  
M7A 1Z8  
Telephone: (416) 965-2101

## Mandate

The ministry develops and maintains Ontario's provincial highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

## Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the minister.

## Divisions

### *Office of the Deputy Minister*

The deputy minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Communications Services Branch, Strategic Policy Secretariat, Internal Audit Branch, and Office of Legal Services report to the deputy minister.

### Personal Information Banks

Contain information relating to all legal claims handled by the ministry's Office of Legal Services.

#### Legal Claims (accident, damage or injury)

**Location:** Office of Legal Services, 1201 Wilson Avenue, Downsview. **Legal Authority:** Claims by the ministry – Highway Traffic Act, R.S.O. 1980, c.198, s.173(3); claims against the ministry – voluntary. **Types of Information Maintained:** Name, address, type of claim, police reports. **Uses:** Assist the government in recovering costs of damage to Crown property; defend claims made against the government. **Categories of Users:** Office of Legal Services staff, the Crown's insurers and their agents involved in claims. **Categories of Individuals in Bank:** Individuals involved in claims with the ministry. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and file number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Seven years after settlement of claim, then

destroyed. **Official Responsible:** Director, Office of Legal Services, Main Floor, East Building, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4404.

### *Highway Operations and Maintenance*

This division is responsible, in the area of highway operations and maintenance, for the development of policies, procedures and systems, the conformity of program delivery processes, maintenance planning and budgeting, assessment of operational efficiency, and identification of needs for change and improvement. It also provides professional expertise and program delivery support in maintenance methods and technology, electrical, traffic management and equipment engineering, and the management and operation of the government repair garage. The division comprises: Transportation Corridor Management Office; Equipment Engineering Office; Traffic Management and Engineering Office; and Maintenance Branch. The government garage provides chauffeuring and garage services to all government ministries.

### Personal Information Banks

None

### *Finance and Administration*

The Office of the Assistant Deputy Minister, Finance and Administration is responsible for financial, human-resource, purchasing and supply, general office support services, the development of computer-based systems, French-language services, the Employee Incentive Program, the Management Employee Group and the Freedom of Information Office. Ministry operations are supported by the following branches: Financial Planning and Administration; Computer Systems; Human Resources; and Supply and Services.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
Freedom of Information and Protection of Privacy Act Requests  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Medical Information (Personnel)  
Ombudsman/Human Rights Commission  
Performance Management  
Travel Expense Accounts  
Workers' Compensation

Also contain information relating to employee relocation and human resources and used for general administrative purposes.

## Home-Owner Employee Relocation Plan

**Location:** Financial Planning and Administration Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.4, s.24(d); R.R.O. 1980, Reg. 881, s.4(1). **Types of Information Maintained:** Name, address, telephone numbers, job classification, salary, property price, signature, details of liens or mortgages. **Uses:** Record an employee's interest in entering the program; guarantee the price of his/her property. **Categories of Users:** Financial Branch staff. **Categories of Individuals in Bank:** Ministry employees being relocated and needing to sell their homes. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Expenditure Office, Financial Planning and Administration Branch, 6th Floor, West Tower, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4283.

## Human Resources Inventory

**Location:** Human Resources Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.25(1). **Types of Information Maintained:** Name, employee number, Social Insurance Number, date of birth, job classification, education, employment history. **Uses:** Maintain an inventory of ministry personnel; career-development purposes (promotions and competitions). **Categories of Users:** Human resources staff, Human Resources Committee, senior executives and managers. **Categories of Individuals in Bank:** Ministry employees (job classification level 12 and up). **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Secured location, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Human Resources Inventory Coordinator, Human Resources Branch, 1st Floor, West Tower, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-3840.

## Engineering and Construction

The Office of the Assistant Deputy Minister, Engineering and Construction directs, controls, and supplies the technical expertise for the ministry's engineering, construction and right-of-way activities, including the management of transportation capital-investment resources for the highways program.

## Personal Information Banks

Contain information on negotiations with individual owners for the acquisition of property for transportation requirements.

### Property

**Location:** Lower Level, East Building, 1201 Wilson Avenue, Downsview. **Legal Authority:** Public Transportation and Highway Improvement Act, R.S.O. 1980, c.421, as amended. **Types of Information Maintained:** Property appraisals for acquisition, disposal and rental, property agreements, negotiation files, budgetary files, negotiation reports, reserve bids,

land inventory, policy options, ministerial enquiries, ombudsman requests. **Uses:** Acquire and appraise property for transportation purposes; manage and dispose of property. **Categories of Users:** Property and legal staff. **Categories of Individuals in Bank:** Owners whose property was appraised, from whom property was acquired, tenants. **Policies and Practices – Storage:** Paper, microfilm, computer. **Retrievability:** Name of owner or tenant, file number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Variable, two to 50 years, then destroyed. **Official Responsible:** Manager, Property Office, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4256.

## Provincial/Municipal Transportation

The Office of the Assistant Deputy Minister, Provincial/Municipal Transportation is responsible for the development of policy and planning initiatives to promote, coordinate and assist the movement of people and goods, at the local, regional, inter-regional levels, and to points beyond Ontario, through the support and integrated use of all transportation modes, systems and infrastructures. Also responsible for conducting and supporting research, development and demonstrations in public transit, rail and automotive technology, and transportation energy.

## Personal Information Banks

Contain information on registrants in the Share-A-Ride ride-sharing program at various provincial government locations. The program is designed to reduce the number of vehicles on the roads and to help save energy.

## Share-A-Ride Matching System

**Location:** Transportation Technology and Energy Branch, 1201 Wilson Avenue, Downsview. **Legal Authority:** Voluntary. **Types of Information Maintained:** Name, address, telephone numbers, hours of work, employer and commuting characteristics. **Uses:** Help set up ride-sharing arrangements for provincial government employees by producing lists of possible carpool partners or vanpool operators. **Categories of Users:** Share-A-Ride staff and individuals seeking ride-sharing arrangements. **Categories of Individuals in Bank:** Employees of the provincial government seeking carpool or vanpool arrangements. **Policies and Practices – Storage:** Computer. **Retrievability:** Name or identification number based on date of entry. **Access Controls:** Locked cabinet. **Retention and Disposal:** One year then, if not updated, deleted. **Official Responsible:** Project Manager, Share-A-Ride Program, Transportation Technology and Energy Branch, 3rd Floor, Central Building, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-5031.

## Safety and Regulation

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people

and goods. Drivers and vehicles are licensed and regulated by the Licensing and Control Branch. The Transportation Regulation Development Branch oversees the intercity bus and truck industries, and develops highway safety policies. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations, and the licensing of carrier and motor-vehicle inspection stations.

## Personal Information Banks

Contain correspondence relating to the licensing of drivers or vehicles in order to respond to inquiries. Driver's licence source documents, drivers' medical case files and court documents are also maintained. Information on driver- and vehicle-related activities that are not part of a public record or a general record series are contained in personal information banks.

### Accident Claims – Suspension Documents

**Location:** Driver Improvement Office, 2680 Keele Street, Downsview. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1980, c.298, s.4(6). **Types of Information Maintained:** Name, address, driver's licence number, and relevant court documents to suspend drivers under this Act. **Uses:** Record the request of the Motor Vehicle Accident Claims Fund for action against an individual indebted to the fund. **Categories of Users:** Designated Licensing and Control Branch staff. **Categories of Individuals in Bank:** Individuals under review for non-payment or who are currently in the process of paying a motor-vehicle accident claim. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

### Criminal Records – Search Reports

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Types of Information Maintained:** Name, address, date of birth, sex, height, eye colour, vision, driver's licence number, restrictions/endorsements and report of criminal record. **Uses:** Determine eligibility for a school-bus driver's licence or driver instructor's licence. **Categories of Users:** Driver Review and Control staff. **Categories of Individuals in Bank:** Individuals applying for a school-bus driver's licence, classes B and E, or a driver instructor licence. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** After decision made, file micro-filmed and paper copy destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

### Driver Improvement Counselling – Interview Records

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O.

1980, c.198, s.18(5); O. Reg. 359/81, s.4. **Types of Information Maintained:** Name, address, driver's licence number, date of birth, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Categories of Users:** Driver improvement analysts, officers, manager, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained several months; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

### Driver's Licences – Source Documents

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198; R.R.O. 1980, Reg. 462, s.14. **Types of Information Maintained:** Name, sex, date of birth, address, driver's licence number, any conditions or endorsements, the original application, renewal, replacement and amendment documents. **Uses:** Produce a driver's licence. **Categories of Users:** Authorized branch staff. **Categories of Individuals in Bank:** Individuals applying for a driver's licence (original, renewal or replacement). **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained one month, microfilmed, then destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Record Search, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4832.

### Driver and Vehicles – Correspondence Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Voluntary. **Types of Information Maintained:** Name, address, driver's licence number or vehicle plate number, or copy of driving record. **Uses:** Provide information for enquiries and evidence in court; update or correct records. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Individuals making enquiries regarding driver's or vehicle licences, or their driving record. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Correspondence concerning drivers – paper retained one month, microfilm retained five years, then destroyed; correspondence concerning vehicles – paper retained five years, then destroyed; driver-improvement records retained until file closed, then microfilmed onto the driving record. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, M3M 3E6, telephone: (416) 235-4720.

### Drivers' Medical Case Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.177(3), s.178(3) and s.18(8); R.R.O. 1980,



Reg. 462, s.11(a). **Types of Information Maintained:** Name, address, driver's licence number, date of birth, medical information and vision test results, Medical Advisory Committee and Licence Suspension Appeal Board recommendations and decisions. **Uses:** Conduct vision and/or medical review/evaluation on a driver to ascertain if a licence should be issued, suspended or renewed.

**Categories of Users:** Medical Review staff, Medical Advisory Committee members, Licence Suspension Appeal Board, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals requiring a medical certificate for a driver's licence or renewal licence, requesting a waiver of medical standards for a licence, or being reviewed by the Medical Advisory Committee. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and microfilm number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained until file closed; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

#### **Driver-Related Court Documents (including appeals and judgements)**

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.172. **Types of Information Maintained:** Name, address, driver's licence number, court decisions, appeals and judgements. **Uses:** Maintain up-to-date records of driver's licence status. **Categories of Users:** Driver Improvement Office staff. **Categories of Individuals in Bank:** Individuals receiving a suspension or conviction, or appealing a judgement. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and microfilm number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained two years; microfilm retained 15 years, then destroyed. **Official Responsible:** Head, Document Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

#### **NSF Cheques**

**Location:** Licensing and Control Branch, 355 Counter Street, Kingston. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5; R.R.O. 1980, Reg. 462, s.17. **Types of Information Maintained:** Name, address, vehicle permit and/or driver's licence numbers, telephone number, copy of NSF cheque. **Uses:** Collect revenues owing; suspend driver's licence and/or vehicle permit; and/or deny certain transactions pending payment. **Categories of Users:** Licensing Operations and Licensing Assistance staff, Financial Branch staff, Audit staff. **Categories of Individuals in Bank:** Individuals whose cheques have been returned NSF to the ministry for payment of driver's licence and/or vehicle registration fees. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and/or plate or driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed. **Official Responsible:** Supervisor, Refund and NSF Unit, Licensing and Control Branch, 355 Counter Street, Kingston, Ontario, K7K 1A3, telephone: (613) 545-4635.

#### **No-Fault Collisions – Occurrence Reports**

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.179. **Types of Information Maintained:** Name, address, driver's licence number, occurrence of reportable collisions. **Uses:** Maintain completeness of driving records; evaluate complete driving records in driver-counsellor interviews. **Categories of Users:** Licensing and Control Branch staff, Driver Improvement counsellors. **Categories of Individuals in Bank:** Drivers involved in reportable collisions to whom police collision reports attribute no fault. **Policies and Practices – Storage:** Computer. **Retrievability:** Name and driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Head, Record Search, Licensing and Control Branch, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4832.

#### **Permanently/Temporarily Valid-Without-Photo Driver's Licences – Applications**

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.6. **Types of Information Maintained:** Name, address, driver's licence number, driving record, correspondence, driver's religious beliefs, religious organization to which driver belongs, sworn affidavit from religious leader confirming person's beliefs. **Uses:** Determine eligibility for permanent or temporary valid-without-photo status. **Categories of Users:** Operational Policy staff, Licensing Assistance staff, Legal Office, Licensing and Control senior management. **Categories of Individuals in Bank:** Individuals applying for Permanently/Temporarily Valid-Without-Photo driver's licences. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name or driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained five years; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Licensing Assistance, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4834.

#### **Refund Records**

**Location:** Licensing and Control Branch, 355 Counter Street, Kingston. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.5(5); R.R.O. 1980, Reg. 462, s.17 and s.18. **Types of Information Maintained:** Name, address, driver's licence number, plate number, telephone number, amount of refund and reason for refund. **Uses:** Record refunds issued for record searches, accident reports, and other driver- or vehicle-related fees. **Categories of Users:** Revenue Control staff, Financial Branch staff and Ministry of Treasury and Economics accountants. **Categories of Individuals in Bank:** Individuals requesting a refund. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name and driver's licence number. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then



destroyed. **Official Responsible:** Supervisor, Refund and NSF Unit, Licensing and Control Branch, 355 Counter Street, Kingston, Ontario, K7K 1A3, telephone: (613) 545-4635.

### School-Bus Drivers and Driver Instructors – Interview Records

**Location:** Driver Improvement Office, 2680 Keele Street, Downsview. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18 and s.40; R.R.O. 1980, Reg. 462, s.6. **Types of Information Maintained:** Name, address, copy of driving record, criminal record, counsellor's interview report. **Uses:** Determine an applicant's eligibility for a class B, E or driver instructor licence. **Categories of Users:** Driver Improvement staff and deputy registrar. **Categories of Individuals in Bank:** School-bus driver/driver instructors applicants rejected for a class B, E or driver instructor licence. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Paper retained up to one year; microfilm retained 10 years, then destroyed. **Official Responsible:** Head, Driver Review and Control, Licensing and Control Branch, 2680 Keele Street, East Building, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4720.

### Young Offenders' Files

**Location:** Licensing and Control Branch, 2680 Keele Street, Downsview. **Legal Authority:** Young Offenders Act, S.C. 1980-81-82-83, c.110. **Types of Information Maintained:** Name, address, driver's licence number, driving convictions. **Uses:** Young offenders' files of convictions and driver's licence status are flagged to protect drivers under the age of 18. **Categories of Users:** Branch staff. **Categories of Individuals in Bank:** Convicted drivers aged 16 and 17. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** When driver becomes 18 years of age, file becomes public record. **Official Responsible:** Head, Document Control, Licensing and Control Branch, East Building, 2680 Keele Street, Downsview, Ontario, M3M 3E6, telephone: (416) 235-4716.

## Regions and Districts

Regions and districts perform program delivery functions for the Provincial Highways, Provincial/Municipal Transportation, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicle districts.

### Personal Information Banks

Contain information relating to the licensing, testing, and counselling of drivers. Used by ministry staff for driver control and improvement purposes.

### Driver Improvement Counselling – Interview Records

**Location:** Driver Improvement Counselling, regional offices. See Government of Ontario Telephone Directory for ad-

resses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.38 and s.39; O. Reg. 359/81, s.4. **Types of Information Maintained:** Name, address, driver's licence number, copy of driving record and driver's interview results. **Uses:** Review results of demerit point interviews and make recommendations. **Categories of Users:** Regional Driver and Vehicles staff, Driver Improvement staff, deputy registrar and registrar. **Categories of Individuals in Bank:** Individuals whose driving record is under review due to demerit point accumulation. **Policies and Practices – Storage:** Paper, microfilm. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Two years, then paper microfilmed and destroyed. **Official Responsible:** Driver Improvement Schedulers, Driver Improvement Counselling, regional offices. See Government of Ontario Telephone Directory for addresses.

### Learner's Permits – Applications

**Location:** Driver Examination Centres. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(5). **Types of Information Maintained:** Name, address, height, sex, date of birth, and conditions or endorsements. **Uses:** Maintain records of all class L and R licences; record dates of road tests. **Categories of Users:** Drivers and Vehicles Office staff. **Categories of Individuals in Bank:** Individuals applying for a driver's licence. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** One year, then destroyed. **Official Responsible:** Supervisor, Driver Examination Centres. See Government of Ontario Telephone Directory for addresses.

### Vision Test Results

**Location:** Drivers and Vehicles, regional offices. See Government of Ontario Telephone Directory for addresses. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.18(7); R.R.O. 1980, Reg. 462, s.10. **Types of Information Maintained:** Name, address, vision test results. **Uses:** Ensure that individuals applying for driver's licences have adequate vision. **Categories of Users:** Drivers and Vehicles staff. **Categories of Individuals in Bank:** Individuals applying for driver's licences. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Passed certificates, not determined; failed certificates destroyed after one year. **Official Responsible:** Supervisor, Driver Examination Centres. See Government of Ontario Telephone Directory for addresses.

## Affiliated Agencies

### Licence Suspension Appeal Board

The board hears appeals from persons whose driver's or vehicle licences have been suspended, and concerning the refusal, revocation or conditions of motor-vehicle inspection station licences.

### Personal Information Banks

Contain information relating to board hearings regarding suspended driver's licences.

## Record of Hearing Decisions

**Location:** Licence Suspension Appeal Board, 700 Bay Street, Toronto. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198, s.31 and s.32. **Types of Information Maintained:** Name, address, driver's licence number, reason for suspension, and decision of board regarding appeal. **Uses:** Record the outcome of a hearing. **Categories of Users:** Licence Suspension Appeal Board, Ministry Driver Control and Medical Review staff, and Medical Advisory Committee members. **Categories of Individuals in Bank:** Individuals appearing before the board. **Policies and Practices – Storage:** Hardcover bound books. **Retrievability:** Name. **Access Controls:** Kept in a secured location. **Retention and Disposal:** Not determined. **Official Responsible:** Chairman, Licence Suspension Appeal Board, 24th Floor, Luciff Building, 700 Bay Street, Toronto, Ontario, M5G 1Z6, telephone: (416) 963-1583.

## Ontario Highway Transport Board

The Ontario Highway Transport Board is a regulatory tribunal which approves the issuance of and changes to licences for bus and truck for-hire services. It recommends approval or rejection of transfers of operating licences and public-vehicle tariffs to the Minister of Transportation. Operating licences are issued by the minister under legislation that requires for-hire bus and truck operators to hold an operating licence.

## Personal Information Banks

None

## Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario. The corporation is currently inactive.

## Personal Information Banks

None

## Public Records

Contain information on all licensed drivers and registered vehicles in the province in order to regulate qualifications and performance and to provide a public information service. Requests for information (excluding private licence-issuing agents) may be made by telephone, in writing or in person with payment of the required fee. For addresses and telephone numbers, refer to the public telephone directory, in the white pages under "Motor Vehicle Licence Office" or the blue pages under "Government of Ontario – Transportation and Communications, Driver Examination Centres."

## Carrier Licences

**Purpose:** Monitor and control carrier licensing. **Legal Authority:** Public Commercial Vehicles Act, R.S.O. 1980,

c.407; Public Vehicles Act, R.S.O. 1980, c.425. **Types of Information Maintained:** Carrier name, address, vehicle description, description of authority, list of affiliated corporations, insurance certificates, tariff of tolls, vehicle timetable, operator record, and Ontario Highway Transport Board decisions. **Policies and Practices – Retrievability:** Name, licence number. **Retention and Disposal:** Various, up to five years, then destroyed. **Access Procedures:** Manager, Carrier Licensing and Information Office, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4482.

## Driver's Licences

**Purpose:** Monitor and control driver licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Name, address, date of birth, sex, driver's licence number, conditions or endorsements, driving record, collisions, convictions, amendments and replacements, driver instructor applications, driving test results, cancelled/surrendered drivers' licences, orders to suspend a licence, and reinstatement documents. **Policies and Practices – Retrievability:** Name or driver's licence number. **Retention and Disposal:** Various, up to 10 years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

## Vehicle Registrations

**Purpose:** Monitor and control vehicle registration and licensing. **Legal Authority:** Highway Traffic Act, R.S.O. 1980, c.198. **Types of Information Maintained:** Name, address, registration number, plate number, vehicle description, original registration, safety certification, transfer, renewal, replacement and Own Choice Plate documents, insurance documentation, vehicle and plate status and history, dealer plate issue documents, temporary registrations, and diplomatic, snow vehicle, motorcycle, moped, off-road vehicle, commercial and own-choice permits. **Policies and Practices – Retrievability:** Name or permit number. **Retention and Disposal:** Various, up to 10 years on microfilm, then destroyed. **Access Procedures:** See paragraph under Public Record.

## Access

Freedom of Information and Protection of Individual Privacy  
Coordinator  
Ministry of Transportation  
7th Floor, West Tower  
1201 Wilson Avenue  
Downsview, Ontario  
M3M 1J8  
Telephone: (416) 235-4334



A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 127, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.

# Ministry of Treasury and Economics

## Head

Treasurer of Ontario/Minister of Economics  
7th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Y7  
Telephone: (416) 965-6361

## Mandate

The ministry recommends fiscal, economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

## Organization

The ministry is composed of six divisions: Office of the Deputy Minister; Administration; Budget and Intergovernmental Finance Policy; Economic Policy; Treasury; and Tax Reform. Together, they have 17 branches.

## Divisions

### *Office of the Deputy Minister*

The Office of the Deputy Minister is comprised of the Ministry Office and the Legal Services Branch. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings, federal-provincial conferences, and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting ministry operations.

### Personal Information Banks

None

### *Administration Division*

Responsible for providing common administrative services (e.g., financial, purchasing, accommodation, personnel, communications, library, program analysis and planning and internal audit) in support of ministry programs. The Administration Division consists of the following branches or operating units: Accounts and Office Services; Personnel; Communications; Library; Management Services and Internal Audit.

The Office of the Executive Director acts as coordinator for Freedom of Information and Protection of Privacy legislation and has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The ministry also provides selected administrative services to the Premier's Office and Cabinet Office and the ministries of Intergovernmental Affairs, Skills Development, Energy and the Management Board of Cabinet. Records for these Ministries can be accessed through their respective information and privacy coordinators.

### Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training  
Central Attendance Recording System (CARS)  
Employment Application Inventory  
Employment Equity Program  
General Employment History and Payroll Information  
Grievances and Applications  
Identity/Employee Card  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Library Users Lists  
Medical Information (Personnel)  
Performance Management  
Travel Expense Accounts

### *Office of the Budget and Intergovernmental Finance*

This office assists the Treasurer in formulating Ontario's budget, including the fiscal framework, expenditure priorities and forecasts, revenue targets, taxation policy, federal-provincial and provincial-local finance policies. Also monitors and reports on budget performance and is responsible for pension and income-security policy development. The Office of the Budget and Intergovernmental Finance consists of three branches: Intergovernmental Finance Policy; Fiscal Planning Policy; and Taxation Policy.

### Personal Information Banks

Primarily used for policy research by the Ministry of Treasury and Economics, and for statistical analysis by the Ministry of Revenue.

### Personal Income Tax Records

**Location:** Office of the Budget and Intergovernmental Finance, Frost Building South, 4th Floor, 7 Queen's Park Crescent, Toronto. **Legal Authority:** Income Tax Act, R.S.O. 1980, c.213, s.50. **Types of Information Maintained:** Name, address, Social Insurance Number, selected income tax information from all Ontario tax filers as provided by Revenue Canada. **Uses:** Policy research and statistical analysis only. **Categories of Users:** Senior policy advisors

in the Office of the Budget and Ministry of Revenue.

**Categories of Individuals in Bank:** Individuals filing an income tax return in Ontario. **Policies and Practices – Storage:** Computer. **Retrievability:** Revenue Canada's account number assigned to each tax filer. **Access Controls:** Magnetic tapes retained in locked storage cabinets.

**Retention and Disposal:** Ten years, then destroyed.

**Official Responsible:** Assistant Deputy Minister, Office of the Budget and Intergovernmental Finance, 7 Queen's Park Crescent, Toronto, Ontario, M7A 1Y7, telephone: (416) 965-4746.

## Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral and regional issues, socio-economic and labour market issues, and the design and coordination of development policies aimed at enhancing the economy of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Economic Forecasting; Sectoral and Regional Policy; and Social Economics and Demographics.

### Personal Information Banks

None

## Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finance, debt and investment activities of the province. It develops policy relating to finance, debt management and the utilization of cash resources; develops and directs the systems of financial information and accounting policies for the province; and reports to the Legislature, investors and the public on the province's financial position. The Office of the Treasury consists of three branches: Financial Information and Accounting Policy; Finance Policy; and Finance Operations.

### Personal Information Banks

Primarily used to record liability of the province to its debenture holders and for the payment of semi-annual interest.

#### Fully Registered Debenture Holders

**Location:** Finance Operations Branch, Frost Building North, 1st Floor, 95 Grosvenor Street, Toronto. **Legal Authority:** Financial Administration Act, R.S.O. 1980, c.161, s.30. **Types of Information Maintained:** Name and address, holdings, interest and disbursement instructions. **Uses:** Record province's liability to debenture holders/payment of semi-annual interest. **Categories of Users:** Branch administrative staff. **Categories of Individuals in Bank:** Individuals and others holding Province of Ontario debentures. **Policies and Practices – Storage:** Computer. **Retrievability:** Identity of public issue or name through card index. **Access Controls:** Locked cabinets, computer passwords. **Retention and**

**Disposal:** Retained until superseded, then destroyed.

**Official Responsible:** Director, Finance Operations Branch, 95 Grosvenor Street, Toronto, Ontario, M7A 1Y7, telephone: (416) 965-2914.

## Tax Reform

This office assists the Treasurer in determining the scope of participation in the federal tax reform initiatives. It leads the consultations with federal and provincial officials on tax policy options and corporate and sales tax collection agreements.

### Personal Information Banks

None

## Affiliated Agencies

### Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

### Personal Information Banks

None

## Access

Information and Privacy Coordinator  
Ministry of Treasury and Economics  
5th Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto, Ontario  
M7A 1Y7  
Telephone: (416) 965-9852  
TDD: (416) 965-4343



A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.



# Minister Responsible for Women's Issues

## Head

Minister Responsible for Women's Issues  
14th Floor, 400 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-4101

## Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

## Organization

The minister carries out the mandate through two organizations – the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

## Ontario Women's Directorate

### Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

### Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with six branches or sections.

### Divisions

#### Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate; coordinates the activities of the branches; and liaises with the minister's office.

#### Personal Information Banks

None

## Consultative Services Branch

Identifies, designs, and coordinates Ontario's employment equity policies and programs for women, in the broader public and private sectors. Staff consultants provide start-up assistance to organizations establishing employment equity programs.

#### Personal Information Banks

None

## Finance and Administration Section

Responsible for the development and coordination of financial, administrative and support services.

#### Personal Information Banks

Primarily personnel-related and used for general administrative purposes. The following common personal information banks as described in Chapter II of this directory are maintained either by the directorate or the Ministry of Government Services which provides personnel and administrative support to the directorate.

- Career Planning/Training
- Central Attendance Recording System (CARS)
- Employment Application Inventory
- Employment Equity Program
- General Employment History and Payroll Information
- Grievances and Applications
- Identity/Employee Card
- Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)
- Job Competitions
- Medical Information (Personnel)
- Performance Management
- Travel Expense Accounts
- Workers' Compensation

## Policy and Research Branch

Advises the minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and provides policy advice and briefings. Major policy initiatives include family violence, economic equity, and issues of legal and social significance to women.

#### Personal Information Banks

None

## Program Development Branch

Coordinates and develops programs that will benefit women in Ontario and administers the Community Grants Program.

Current branch projects include education initiatives designed to improve women's access to non-traditional and technology-related employment.

## Personal Information Banks

Primarily related to student employees for the Experience Program.

### Experience Program Student Employees

**Location:** Program Development Branch, 480 University Avenue, Toronto. **Legal Authority:** Public Service Act, R.S.O. 1980, c.418, s.8. **Types of Information Maintained:** Name, address, Social Insurance Number, age, sex, marital status, education, employment history, references. **Uses:** Decide student eligibility for a summer job. **Categories of Users:** Directorate staff and assistant deputy minister, Ministry of Skills Development, Ministry of Government Services personnel, placement organization. **Categories of Individuals in Bank:** Students applying for summer program. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name. **Access Controls:** Locked file cabinet. **Retention and Disposal:** Four years, then destroyed. **Official Responsible:** Program Coordinator, Program Development Branch, Ontario Women's Directorate, 3rd Floor, 480 University Avenue, Toronto, Ontario, M5G 1V2, telephone: (416) 597-4587.

## Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications and the distribution of educational material.

## Personal Information Banks

None

## Access

Freedom of Information Coordinator  
Ontario Women's Directorate  
2nd Floor, 480 University Avenue  
Toronto, Ontario  
M5G 1V2  
Telephone: (416) 597-4534

A public reading room for the review of manuals and other information is open from 10:30 a.m. to 5:00 p.m. from Monday to Friday and is located on the third floor, 480 University Avenue, Toronto.

# Ontario Advisory Council on Women's Issues

## Mandate

The council provides independent advice on matters pertaining to the status of women in Ontario; monitors and assesses existing legislation, policies and programs related to the needs of women; identifies specific areas requiring government attention and recommends legislation and program changes; and consults with groups and holds public meetings with the purpose of stimulating public discussion in regions throughout Ontario.

## Organization

The Ontario Advisory Council on Women's Issues has fifteen members appointed by Order in Council. Its office is in Toronto.

## Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained either by the council or the Ministry of Government Services which provides personnel and administrative support to the council.

Central Attendance Reporting System (CARS)  
General Employment History and Payroll Information  
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)  
Job Competitions  
Travel Expense Accounts

## Access

Freedom of Information Coordinator  
Ontario Advisory Council on Women's Issues  
5th Floor, 880 Bay Street  
Toronto, Ontario  
M7A 1N3  
Telephone: (416) 965-5824



A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

# Workers' Compensation Board

## Head

Chairman  
Workers' Compensation Board  
2 Bloor Street East  
Toronto, Ontario  
M4W 3C3  
Telephone: (416) 927-4000

## Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident-prevention activities and funds safety associations.

## Organization

The board's head office is in Toronto. The board has four divisions (Strategic Policy and Analysis, Corporate Services, Client Services and Policy and Specialized Services), six regional offices (Hamilton, London, Ottawa, Sudbury, Thunder Bay and Windsor), and five information service offices (Kingston, Timmins, St. Catharines, Sault Ste. Marie and North Bay).

## Divisions

### Client Services Division

Integrated service units (ISUs) and regional offices which deliver benefits and services to injured workers and their dependants include Claims, Medical and Vocational Rehabilitation Services, Divisional Management Services which provides an administrative function for the ISUs include Revenue, Employer Relations, Legal Services, Administrative Services, Counselling and General Enquiry, Experience Rating and French Services.

### Personal Information Banks

Contain information on workers or their dependants with claims for benefits arising from industrial accidents and diseases or death, and financial information on individual employers.

**Assessment System, Accounts Receivable System, Experience Rating System**

**Location:** Revenue Branch, Experience Rating, Workers'

Compensation Board, 2 Bloor Street East, Toronto. Regional offices listed below. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, telephone number, mailing and payroll addresses, firm number, payroll and assessment totals, industry description, invoice issues, assessment history, penalties issued, collection action, payments, overdue accounts, personal coverage history. **Uses:** Statistical analysis; issue assessments; adjust experience ratings; lay charges and levy appropriate penalties (s.91(7)); reference and information; monitor accident record; determine employer assessments. **Categories of Users:** Revenue, Actuarial Services and Experience Rating staff, safety associations, classification and collection specialists and staff. **Categories of Individuals in Bank:** Past and present employers reporting to the board, employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name of firm, account number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Six years, then destroyed. **Official Responsible:** Director, Revenue Branch and Manager, Experience Rating, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4099. Also Directors at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 521-3729; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 343-1730; Windsor Regional Office, 235 Eugenie Street West, Windsor, Ontario, N8X 2X7, telephone: (519) 972-4101.

### Compensation Benefits – Claims Files

**Location:** Integrated Service Units, Divisional Management Services, Workers' Compensation Board, 2 Bloor Street East, Toronto. Regional offices listed below. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, telephone number, Social Insurance Number, claim number, age, employment and earnings information, injury and medical information, employer name and firm number, assessments for eligibility, investigations, results of internal audit, Ombudsman contact. **Uses:** Determine eligibility for Workers' Compensation benefits; answer enquiries concerning entitlement; handle objections to decisions on entitlement; provide management data concerning program delivery; provide statistical data on Workers' Compensation; provide accident and cost information in order to determine employer assessment rates; provide internal audit with information to verify receipt of benefits; liaison with Ombudsman. **Categories of Users:** Workers, board adjudication staff, vocational rehabilitation, medical services, review services, and actuarial staff, claims counsellors, Workers' Compensation Appeals Tribunal where an appeal has been filed, internal audit staff, injured workers and their representatives, employers and their representatives when an objection to a decision has been filed. **Categories of Individuals in Bank:** Workers or their dependants claiming following types of benefits: temporary wage loss, health care, permanent impairment, death benefits. **Policies and Practices – Storage:** Paper, microfilm, computer.

**Retrievability:** Name, claim number, Social Insurance Number, employer name or number. **Access Controls:** Restricted access, computer password. **Retention and Disposal:** Permanent. **Official Responsible:** Directors, Integrated Service Units, and Director, Administrative Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-9555. Also the Claims Administrator at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 521-3729; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 343-1730; Windsor Regional Office, 235 Eugenie Street West, Windsor, Ontario, N8X 2X7, telephone: (519) 972-4101.

### Employer Information

**Location:** Revenue Branch, Experience Rating, Workers' Compensation Board, 2 Bloor Street East, Toronto. Regional offices listed below. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Employer's name and address, industry type, employee information, payroll information. **Uses:** Determine employer assessments. **Categories of Users:** Revenue specialist and supervisor, Financial Services staff. **Categories of Individuals in Bank:** Employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Firm name and number. **Access Controls:** Locked cabinet, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Revenue Branch, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4099. Also Directors at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, telephone: (416) 521-3729; Thunder Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 343-1730; Windsor Regional Office, 235 Eugenie Street West, Windsor, Ontario, N8X 2X7, telephone: (519) 972-4101.

### Firm File Microfiche

**Location:** Revenue Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Employer's name and address, firm/account number, payroll statements, personal coverage requests, changes, cancellations, industry descriptions, audit reports, memos, correspondence between employer and WCB, fact sheets, decision review and Workers' Compensation Appeals Tribunal rulings. **Uses:** Record all correspondence between and communications about board and employers; provide information for board decisions. **Categories of Users:** Review Services staff, Workers' Compensation Appeals Tribunal. **Categories of Individuals in Bank:** Employers, owners, executive officers, independent operators. **Policies and Practices – Storage:**

**Microfiche. Retrievability:** Name, firm/account number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Permanent. **Official Responsible:** Director, Revenue Branch, Financial Services Department, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3881.

### Health Care – Treating Agencies

**Location:** Integrated Service Units, Workers' Compensation Board, 2 Bloor Street East, Toronto. Regional offices listed below. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Types of Information Maintained:** Name, address, telephone number, type of practice. **Uses:** Determine eligibility for health care benefits. **Categories of Users:** Health Care Benefits adjudication staff, Specialized Vocational Rehabilitation Services, Specialized Medical Services and Occupational Disease Department staff. **Categories of Individuals in Bank:** Physicians, chiropractors, dentists or drugless practitioners providing health care services to injured workers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, agency number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** After agency contact terminated, then transferred to archives. **Official Responsible:** Directors, Integrated Services Units, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-9555. Also Directors at the following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, L8P 4V2, telephone: (416) 523-1800; 521-3729; Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 343-1730; Windsor Regional Office, 235 Eugenie Street West, Windsor, Ontario, N8X 2X7, telephone: (519) 972-4101.

### Legal Action Files

**Location:** Legal Services, 2 Bloor Street East, Toronto. **Legal Authority:** Courts of Justice Act, S.O. 1984, c.11. **Types of Information Maintained:** Plaintiff's/applicant's name, address, counsel, WCB claim file if appropriate, legal opinions, pleadings and factums. **Uses:** Defend or respond to court actions and applications against the board. **Categories of Users:** Division solicitors and counsel retained by the board. **Categories of Individuals in Bank:** Individuals initiating an action or making application against the board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name of plaintiff/applicant. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** Ten years, then destroyed. **Official Responsible:** Director, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4275.

### Subrogated Personal Injury Actions

**Location:** Legal Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(4). **Types of Information Maintained:** Name, address of injured worker, defendants and representatives, medical information, Social Insurance Number, claim file



number, wage information and employment history, public liability insurance particulars, interpretations and legal opinions. **Uses:** Advance subrogated personal injury action in the courts. **Categories of Users:** Division solicitors, adjusters and counsel retained by the board. **Categories of Individuals in Bank:** Employees of Schedule I employers receiving Workers' Compensation benefits. **Policies and Practices – Storage:** Paper. **Retrievability:** Name, Legal Branch file number. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** After completion of action, transferred to archives. **Official Responsible:** Director, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4275.

#### Transfer of Costs Files

**Location:** Legal Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.8(9). **Types of Information Maintained:** Name, address of injured worker, witnesses and employer, WCB claim number, investigation notes, statements by worker and witnesses. **Uses:** Determine if accident costs of a claim should be transferred to another employer (s.8(9)). **Categories of Users:** Division staff. **Categories of Individuals in Bank:** Employees of Schedule I employers with compensable claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Secured cabinets, locked office. **Retention and Disposal:** When cost transfer complete, information transferred to Compensation Benefits Claims Files bank. **Official Responsible:** Director, Legal Services, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4275.

#### Vocational Rehabilitation Clients (injured workers)

**Location:** Integrated Service Units, Workers' Compensation Board, Bloor Street East, Toronto. Regional offices listed below. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.54 and S.36(1)(c). **Types of Information Maintained:** Name, address, telephone number, date of birth, employment history, vocational rehabilitation assessments, socio-economic information, aptitude and interest tests, agency rehabilitation referrals and reports, correspondence related to inquiries from workers' representatives, business evaluations for permanent disability commutation requests, vocational rehabilitation expenditures information, medical and compensation benefits data, vocational rehabilitation plan, ongoing care activity reports, summaries of interviews with prospective employers, employer's comments on injured worker. **Uses:** Determine entitlement to vocational rehabilitation benefits; assist in administering vocational rehabilitation services. **Categories of Users:** Vocational rehabilitation staff, claims adjudicators and outside agencies retained to assist in the Vocational Rehabilitation Program. **Categories of Individuals in Bank:** Injured workers, surviving spouses. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, claim number. **Access Controls:** Cabinets in supervised areas, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Directors, Integrated Services Units, Workers' Compensation Board, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-9555. Also Directors at the

following regional offices: Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401; Hamilton Regional Office, 120 King Street West, Hamilton, Ontario, L8P 4V2, telephone: (416) 523-1800; 521-3729; Bay Regional Office, 410 Memorial Avenue, Thunder Bay, Ontario, P7C 5S2, telephone: (807) 343-1730; Windsor Regional Office, 235 Eugene Street West, Windsor, Ontario, N8X 2X7, telephone: (519) 972-4101.

#### Worker's/Employer's Representatives – Regional Offices

**Location:** Sudbury Regional Office, 30 Cedar Street, Sudbury, and London Regional Office, 200 Queens Avenue, London. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, correspondence and meetings between board and worker's/employer's representatives. **Uses:** Document contacts between board and worker's/employer's representatives; record number of occasions board staff meet with representatives. **Categories of Users:** Regional staff meeting with worker's/employer's representatives. **Categories of Individuals in Bank:** Representatives (lawyers, MPs or MPPs, union representatives, the Ombudsman) of injured workers or employers contacting regional offices about specific claim files or compensation issues. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinet. **Retention and Disposal:** Not determined. **Official Responsible:** Regional Director, Sudbury Regional Office, 30 Cedar Street, Sudbury, Ontario, P3E 1A4, telephone: (705) 675-9202; and Regional Director, London Regional Office, 200 Queens Avenue, London, Ontario, N6A 1J3, telephone: (519) 663-2401.

### Corporate Services Division

Provides ongoing support to the client-service and policy-making groups. The division is composed of the following units: Employment Equity; Finance and Administration; Human Resources; Internal Audit; Management Information Services; and Review Services.

#### Personal Information Banks

Contain information on human rights issues, employee benefits, personnel records of board employees, and legal actions brought by or against the board as a corporation.

#### Accountable Warrants Agreement Forms

**Location:** Financial and Administration, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, responsibility centre, amount, date paid, Branch Director's name. **Uses:** Confirm that employee received monies. **Categories of Users:** Board accounting branch, internal auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Responsibility code, name, Social Insurance Number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Until warrant no longer required, then transferred to archives. **Official**

**Responsible:** Supervisor of Accounting, Accounting Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.

### Attendance and Vacation System

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, Social Insurance Number, work attendance, job classification. **Uses:** Record absences; provide statistical reports on attendance. **Categories of Users:** Human Resources and Financial and Administration staff, board management. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Computer files – Executive Director, Management Information Services Division, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; paper files – Executive Director, Human Resources Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Board Superannuation Plan

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.74. **Types of Information Maintained:** Name, Social Insurance Number, address, sex, date of birth, employment history, pay level, superannuation contributions. **Uses:** Calculate and pay or refund pension contributions. **Categories of Users:** Human Resources Branch, financial staff, actuaries, auditors. **Categories of Individuals in Bank:** Current and former board employees with vested pensions. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name or Social Insurance Number. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, and Board Secretary, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Canada Savings Bonds – Employee Purchase Files

**Location:** Finance and Administration, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, responsibility code, amount of deduction, bond serial numbers, bond purchase forms, cancellations and issues, general bond information. **Uses:** Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts. **Categories of Users:** Board employees. **Categories of Individuals in Bank:** WCB employees applying for Canada Savings Bond internal purchase. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Responsibility code and Social Insurance Number. **Access Controls:** Locked cabinet. **Retention and Disposal:** One to two years, then transferred to archives. **Official Responsible:** Investment Control Specialist, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3768.

### Employee Counselling Files

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, medical, psychiatric, psychological, employment history and/or financial transactions, employee's opinions/views, confidential correspondence, opinions/views about the employee. **Uses:** Report progress; provide status of issues and/or employee-placement activities. **Categories of Users:** Employment Equity Program staff. **Categories of Individuals in Bank:** WCB employees seeking assistance with interpersonal problems, and/or employees active on a Special Placement Program. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years from date of last contact, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

### Employment Application Inventory

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, Social Insurance Number, letters of application, application forms, resumes. **Uses:** Identify potential candidates for job competitions. **Categories of Users:** Human Resources staff, line managers. **Categories of Individuals in Bank:** Applicants for employment at the board. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name and/or skill base. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### General Employment History and Compensation Information

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, address, Social Insurance Number, work history, payroll transactions, employee benefits options. **Uses:** Record employee's work history and payroll/benefit transactions. **Categories of Users:** Human Resources and Finance and Administration staff, managers and auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and Social Insurance Number. **Access Controls:** Locked cabinets, controlled room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Grievances

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72; Crown Employees Collective

Bargaining Act, R.S.O. 1980, c.108, s.19. **Types of Information Maintained:** Name, job classification, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Categories of Users:** Human Resources staff, line managers. **Categories of Individuals in Bank:** Board employees submitting formal grievances. **Policies and Practices – Storage:** Paper. **Retrievability:** Grievance number, date of grievance or employee name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Human Rights Complaints

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Human Rights Code, S.O. 1981, c.53. **Types of Information Maintained:** Name, address, telephone number, race, national or ethnic origin, colour, religion, age, sex, marital or family status, education, medical information, employment history, personal opinions/ views, correspondence, views/opinions about the individual. **Uses:** Investigate and resolve perceived contraventions of the Ontario Human Rights Code or Workers' Compensation Board policies. **Categories of Users:** Employment Equity Program staff. **Categories of Individuals in Bank:** Employees, applicants seeking to resolve issues of perceived discrimination and/or filing complaints with the Ontario Human Rights Commission. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six years from date of last contact, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

### Job Competitions

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. Also line managers' offices. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Application forms, job advertisement, screening and evaluation information, appointments of successful candidates. **Uses:** Document the hiring process; provide statistical data. **Categories of Users:** Human Resources and Employment Equity staff, line managers, human rights officers, auditors. **Categories of Individuals in Bank:** Applicants for jobs with the board. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Competition number or position title of vacancy. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Up to one year, then destroyed. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Outreach Recruitment

**Location:** Employment Equity Program, 2 Bloor Street East, Toronto. **Legal Authority:** Human Rights Code, S.O.1981, c.53, s.13. **Types of Information Maintained:** Name, address, telephone number, education, employment history, resumes. **Uses:** Promote the board's Outreach Recruitment Program; determine candidates for external vacancies.

**Categories of Users:** Program staff. **Categories of Individuals in Bank:** WCB benefits claimants and disabled individuals referred by other agencies. **Policies and Practices – Storage:** Paper. **Retrievability:** Position applied for. **Access Controls:** Locked cabinets. **Retention and Disposal:** Six months, then destroyed. **Official Responsible:** Coordinator, Employment Equity Program, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3747.

### Performance Management

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(1)(b). **Types of Information Maintained:** Name, Social Insurance Number, job classification, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Categories of Users:** Board, training, and Employment Equity staff, line managers and auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets, controlled room. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Personnel and Employee Benefits System

**Location:** Human Resources Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.72. **Types of Information Maintained:** Name, address, telephone number, Social Insurance Number, address, telephone number, sex, date of birth, education, work history, pay level. **Uses:** Provide basic data to issue pay cheques; generate statistical reports (e.g., T-4s, pension contributions). **Categories of Users:** Board management, Human Resources, financial staff, insurance carriers. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Computer, paper. **Retrievability:** Name, Social Insurance Number, data element/field. **Access Controls:** Locked cabinets, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Computer files – Executive Director, Management Information Services Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; paper files – Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800.

### Salary Advance

**Location:** Finance and Administration, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, cheque number, amount of tuition assistance. **Uses:** Record salary advances to board employees. **Categories of Users:** Division secretary, internal and external auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Cheque number, name. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Supervisor of Accounting, Accounting and Treasury Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.



## Security File

**Location:** Safety and Security Section, 2 Bloor Street East, Toronto. **Legal Authority:** Trespass to Property Act, R.S.O. 1980, c.511. **Types of Information Maintained:** Name, address, claim number(s), statements of security staff and adjudicators outlining disruptive behaviour of injured workers. **Uses:** Assess the seriousness of the disruptive behaviour; decide whether or not to issue warning or restricted access letters to disruptive claimants. **Categories of Users:** Security staff and claims adjudicators interviewing the claimants on the warning or restricted access list. **Categories of Individuals in Bank:** Injured workers who are disruptive or who have made threats against board staff or who have threatened or used violence toward an employee of the Board. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and claim number. **Access Controls:** Locked cabinet with access strictly controlled by security officer and Safety and Security supervisor. **Retention and Disposal:** Not determined. **Official Responsible:** Supervisor, Safety and Security, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3894.

## Superannuation Buyback

**Location:** Finance and Administration, 2 Bloor Street East, Toronto. **Legal Authority:** Workers Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name, Social Insurance Number, superannuation details. **Uses:** Record receivables for employee buying back past service. **Categories of Users:** Payroll and Benefits Policy Section staff, internal and external auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Social Insurance Number. **Access Controls:** Supervised cabinets. **Retention and Disposal:** Seven years, then transferred to archives. **Official Responsible:** Supervisor, Accounting and Treasury Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3765.

## Policy and Specialized Services Division

The Policy and Specialized Services Division consists of six major program areas including Specialized Vocational Rehabilitation Services, Occupational Diseases, Specialized Medical Services, Policy and Program Development, Downsview Rehabilitation Centre and Occupational Health and Safety Authority. The division formulates operational policies guiding the provision of the boards major services. It coordinates policy development for, and delivers and administers rehabilitation, medical, occupational disease and health and safety education through the provision of specialized, integrated services and technical expertise. The division oversees the operation of the Downsview Rehabilitation Centre and has responsibility for the Occupational Health and Safety Authority which oversees the activities of various delivery agencies coming under the auspices of the Workers' Compensation Act.

## Personal Information Banks

Contain medical information on workers attending the Downsview Rehabilitation Centre, on physicians, chiroprac-

tors, dentists and drugless practitioners listed with the board for payment of health-care benefits and on workers/dependents with claims arising from occupational disease or death.

## Employee Medical Information

**Location:** Human Resources Branch, Specialized Medical Services, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539; Occupational Health and Safety Act, R.S.O. 1980, c.321, s.25 and s.26. **Types of Information Maintained:** Name, Social Insurance Number, address, medical information, health records, accident reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Categories of Users:** Human Resources staff, line managers, employee counsellor, medical staff, auditors. **Categories of Individuals in Bank:** Board employees. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Director, Human Resources Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3800; and Director, Specialized Medical Services, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-4371.

## Patient Medical Records

**Location:** Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.52. **Types of Information Maintained:** Name, address, marital status, employer, age, medical history, socio-economic history, claims information, treatments and investigations received at the centre. **Uses:** Plan treatment for injured workers referred to the centre; record all treatments, investigations, and medical decisions concerning the injured worker while at the centre. **Categories of Users:** Centre's medical and paramedical staff. **Categories of Individuals in Bank:** Injured workers admitted to the centre. **Policies and Practices – Storage:** Paper. **Retrievability:** Name and claim number/hospital number. **Access Controls:** Secured in locked area. **Retention and Disposal:** Approximately three and a half years, then transferred to archives. **Official Responsible:** Director, Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview, Ontario, M3L 1G8, telephone: (416) 244-1761, ext. 227.

## First-Aid Program

**Location:** First Aid, 80 Bloor Street West, Suite 604, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Firm name and number, number of trained staff, expiry date of certificates. **Uses:** Record number of persons qualified and trained to give first aid in any firm coming under the Workers' Compensation Act. **Categories of Users:** Ontario Health and Safety Education Authority's administration staff. **Categories of Individuals in Bank:** Firms coming under the Workers' Compensation Act, agencies supplying first-aid instruction. **Policies and Practices – Storage:** Paper. **Retrievability:** Firm number. **Access Controls:** Secured in supervised area. **Retention and Disposal:** Two years, then destroyed. **Official Responsible:** Coordinator, First Aid, 80 Bloor Street West, Suite 604, Toronto, Ontario, M5S 2V1, telephone: (416) 927-4872.



## Specialized Vocational Rehabilitation Services (SVRS) Clients – Rehabilitation Files

**Location:** Specialized Vocational Rehabilitation Services Department, 2 Bloor Street East, Toronto. Also Downsview Rehabilitation Centre, 115 Torbarrie Road, Downsview.

**Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539, s.54, s.52 and s.36(1)(c). **Types of Information**

**Maintained:** Name, address, telephone number, date of birth, employment history, vocational rehabilitation assessments, socio-economic information, aptitude and interests tests, agency rehabilitation referrals and reports, correspondence related to inquiries from workers' representatives, vocational rehabilitation expenditures information, medical and compensation benefits data, vocational rehabilitation plan, ongoing care activity reports, summaries of interviews with prospective employers, employer's comments on injured worker. **Uses:** Assist in administering vocational rehabilitation services and in assessing special needs including home and vehicle modifications. **Categories of Users:** Department staff. **Categories of Individuals in Bank:** Injured workers. **Policies and Practices – Storage:** Paper, computer. **Retrievability:** Name, claim number. **Access Controls:** Cabinets in supervised areas, computer password. **Retention and Disposal:** Not determined. **Official Responsible:** Executive Director, Specialized Vocational Rehabilitation Services Department, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3481. Also Director, Specialized Counseling Branch, telephone: (416) 927-4419.

## Strategic Policy and Analysis Department

This division ensures that the programs of the Workers' Compensation Board are carried out in accordance with the act and the approved policies and procedures of the board. It comprises the following units: Actuarial Communications, General Counsel, Research and Evaluation, Office of the Secretary and Strategic Policy.

## Personal Information Banks

### Media Background File

**Location:** Communications Branch, 2 Bloor Street East, Toronto. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.539. **Types of Information Maintained:** Name of worker or worker's representative, claims information. **Uses:** Background briefing for media inquiries. **Categories of Users:** Public Affairs staff. **Categories of Individuals in Bank:** Injured workers using the media to approach the board concerning problems with their claims. **Policies and Practices – Storage:** Paper. **Retrievability:** Name. **Access Controls:** Locked cabinets. **Retention and Disposal:** Not determined. **Official Responsible:** Manager, Communications Branch, 2 Bloor Street East, Toronto, Ontario, M4W 3C3, telephone: (416) 927-3500.

## Access

Freedom of Information and Privacy Coordinator  
Workers' Compensation Board  
26th Floor, 2 Bloor Street East  
Toronto, Ontario  
M4W 3C3  
Telephone: (416) 927-6845

A public reading room for the review of manuals and other information is open during regular office hours on the 22nd floor at 2 Bloor Street East, Toronto.

## IV Indices



## Listing of Institution Identifiers

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Agriculture and Food, Ministry of	<b>AG&amp;FOOD</b>
Algonquin College of Applied Arts and Technology	<b>ALGONQUIN</b>
Algonquin Forestry Authority	<b>AFA</b>
Attorney General, Ministry of the	<b>ATTGEN</b>
Cabinet Office	<b>CAB</b>
Cambrian College of Applied Arts and Technology	<b>CAMBRIAN</b>
Canadore College of Applied Arts and Technology	<b>CANADORE</b>
Centennial College of Applied Arts and Technology	<b>CENTENNIAL</b>
Citizenship, Ministry of	<b>MOC</b>
Colleges and Universities, Ministry of	<b>MCU</b>
Community and Social Services, Ministry of	<b>MCSS</b>
Conestoga College of Applied Arts and Technology	<b>CONESTOGA</b>
Confederation College of Applied Arts and Technology	<b>CONFED</b>
Consumer and Commercial Relations, Ministry of	<b>MCCR</b>
Correctional Services, Ministry of	<b>CORRECTIONS</b>
Culture and Communications, Ministry of	<b>MCC</b>
Disabled Persons, Office for	<b>ODP</b>
District Health Councils	<b>DHC</b>
Durham College of Applied Arts and Technology	<b>DURHAM</b>
Education, Ministry of	<b>EDUC</b>
Energy, Ministry of	<b>ENERGY</b>
Environment, Ministry of the	<b>MOE</b>
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Financial Institutions, Ministry of	<b>MFI</b>
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George Brown College of Applied Arts and Technology	<b>GEOBROWN</b>
Georgian College of Applied Arts and Technology	<b>GEORGIAN</b>
GO Transit (Toronto Area Transit Operating Authority)	<b>GO</b>
Government Services, Ministry of	<b>MGS</b>
Health, Ministry of	<b>HEALTH</b>
Housing, Ministry of	<b>HOUSING</b>
Humber College of Applied Arts and Technology	<b>HUMBER</b>
Industry, Trade and Technology, Ministry of	<b>MITT</b>
Intergovernmental Affairs, Ministry of	<b>MIA</b>
Labour, Ministry of	<b>LABOUR</b>
Lambton College of Applied Arts and Technology	<b>LAMBTON</b>
Liquor Control Board of Ontario	<b>LCBO</b>
Loyalist College of Applied Arts and Technology	<b>LOYALIST</b>
Management Board of Cabinet	<b>NBC</b>
Metro Toronto Convention Centre Corporation	<b>MTCCC</b>
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Native Affairs, Minister Responsible for	<b>NAT</b>
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Niagara College of Applied Arts and Technology	<b>NIAGARA</b>
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Northern College of Applied Arts and Technology	<b>NORTHERN</b>
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Ontario Food Terminal Board	<b>OFTB</b>	Treasury and Economics, Ministry of	<b>TREASURY</b>
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Sault College of Applied Arts and Technology	<b>SAULT</b>		
Seneca College of Applied Arts and Technology	<b>SENECA</b>		
Senior Citizens' Affairs, Office for	<b>SCA</b>		
Sheridan College of Applied Arts and Technology	<b>SHERIDAN</b>		
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Skills Development, Ministry of	<b>SKILLS</b>		
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